

Student Experience Office Employment Opportunity

Position: Queen's Shift Project Student Lead
Term: September 3 2024 to April 4 2025, 35 hours/week
Occasional evenings and weekend work will be required
Remuneration: \$17.20/hour (*plus 4% vacation*)

Queen's Shift Project Student Lead

Background:

The Shift Project Student Lead role is within the Student Experience Office (SEO) at Queen's. The SEO aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

The Shift Project was launched in response to the results of the 2021 Shift Survey (formerly Student Experiences Survey), a survey that gathers information about students' experiences with harassment, discrimination and sexual violence. The Shift Project is a collection of events and initiatives aimed at centering equity-deserving student experiences, providing opportunities for dialogue around equity and allyship related topics, improving campus culture and building allyship at Queen's. In May of 2022, the Queen's Shift Project Student Lead Role was created to support in the development, planning and delivery of Queen's Shift Project initiatives.

Job Summary:

The Queen's Shift Project is hiring a student to support the planning, promotion and delivery of Shift Project initiatives and events developed to enhance the student experience with the goal of fostering a healthy, safe, and inclusive environment for all students, with a particular focus on equity-deserving student communities.

The Queen's Shift Project Student Lead will be responsible for planning and promoting events, activities and initiatives to the wider Queen's student community via social media channels, developing new ideas for student engagement and allyship building, and supporting the filming and editing of video projects. In all engagement, it is crucial that the Queen's Shift Project Student Lead recognizes and prioritizes the commitment to supporting equity-deserving and underrepresented students.

Key Duties:

Skills Required:

The following skills and experience are essential for the Shift Project Student Lead:

Promotions

- a) Support the implementation of marketing and promotional plans, including print and electronic communications (e.g. posters, website, social media, handouts);
- b) Develop and implement social media campaigns aimed at inclusivity and fostering an energy of excitement around Queen's Shift Project opportunities and initiatives following brand guidelines;
- c) Ensure all stakeholders are kept up to date on the progress of events relevant to them;
- d) Represent the Queen's Shift Project at university events as required;
- e) Support in coordinating the development and distribution of engagement and promotional materials.

Event & Programming Development & Support

- a) Assist in planning the logistics of events and programming, including initiatives like Student Voices Week, Shift Shorts, Supper Series events etc.
- b) Create and complete event runs, coordinate event registration, assist in event evaluation to ensure events run smoothly;
- e) Help identify opportunities for collaboration and new ideas for student engagement overall;
- f) Provide feedback and suggestions at each stage of the planning and implementation of initiatives.

Video and Logistical Support

- a) Support with filming and editing of Shift Project video projects
- b) Develop new ideas for engaging conversations between students and assist in facilitating the delivery of these ideas;
- c) Edit video files for social media content, namely Instagram reels and Stories
- d) Save, share and upload high quality video files

Required Qualifications:

- a) Current enrollment as a Queen's student;
- b) Excellent knowledge of Social Media platforms;
- c) Strong oral and written communication skills;
- d) Works well independently and as part of a team;
- e) Excellent time management and organizational skills;
- f) Experience and familiarity with Queen's campus life and general knowledge of equity-focused university units and student groups;
- g) Familiarity with graphic design and video editing programs or software;
- h) Experience with planning and/or delivering events (virtual and in person);
- i) Demonstrate intercultural competence and a knowledge of equity, diversity and inclusion principles;
- j) Understanding of anti-oppression language and terminology;
- k) Previous experience working with equity-deserving groups.

Eligibility

The Shift Project Student Lead must:

- Be a registered Queen's student and remain in good academic standing for the duration of their work term.
- Be legally entitled to work in Canada; International students must hold a valid study permit.
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible for maintaining a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.

Time Commitment

10 hours/week during the academic term (no hours during Reading Weeks, pre-examination study periods or exams)

Remuneration: \$17.20/hour (*plus 4% vacation*)

Application Instructions:

To apply, please submit a cover letter and resume as well as a written response to the following prompt through MyCareer.

"To foster a campus community where allyship is a core value, we must ..." (Maximum of 250 words)

Questions can be directed to Taryn McKenna, Student Inclusion & Engagement Coordinator, via email at taryn.mckenna@queensu.ca.

Applications are due August 28th, 2024 at 11:59 PM.

We thank you for your application. Only those individuals who are selected for an interview will be contacted.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.