Position: FYNIR Chair

Term: January 2021 – November 2021
Evening/weekend hours may be required for events and meetings

Remuneration: Honorarium $500

FYNIR Chair
Position Description

Background:
The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development 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.

Job Summary:
The FYNIR Chair will report to the Coordinator, Orientation & Transition in the Student Experience Office. The FYNIR Chair will support the programs and initiatives within the FYNIR portfolio including but not limited to FYNIR Orientation within University Orientation days and Fall Semester FYNIR Programming. The FYNIR Chair will develop and maintain partnerships across campus in planning and delivering programming that aligns with the goals of the Student Experience Office and the FYNIR Community. The focus for this role is preparing FYNIR Orientation, managing Landlord volunteers, collaborating with AMS Orientation RoundTable and planning fall term programming for FYNIR students.

Key Duties:

1. Event Planning
   a. Assist in planning the logistics of events, including securing venues/event sites, coordinating event logistics, arranging A/V and equipment, and preparing catering orders.
   b. Create and complete event runs, event layouts, volunteer responsibilities, event-planning forms, and other documents required to ensure events run smoothly.
   c. Create and execute work plans.
   d. Ensure all programming is inclusive and accessible, and meets the diverse needs of the incoming class.
   e. At discretion of the Coordinator, Orientation & Transition, liaise with various stakeholders, including Event Services, Housing & Hospitality, Student Constables, Queen’s First Aid, Orientation Roundtable, faculty societies and
committees, as well as other campus and community partners to meet program needs.

f. Assist in the collection and analysis of event and programming assessments

2. **Leadership**
   a. Oversee the Landlord Volunteer program, including assisting with recruitment, selection, training and scheduling of all volunteers.
   b. Work with SEO communications team to develop recruitment materials and participate in the hiring of volunteers.

3. **Support Student Transition**
   a. Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate.
   b. Review, research and best practices related to inclusive, diverse and accessible orientation and transition programs.

4. **Promotions**
   a. Support the implementation of marketing and promotional plans in collaboration with the SEO Communications Team
   b. Represent the Student Experience Office at information fairs and other events as required
   c. Act as a contact for students who have questions about events and programming

5. **Departmental Administration**
   a. Attend meetings, one on ones, and other meetings as appropriate
   b. Perform administrative tasks such as data entry and filing
   c. Assist in the distribution and tracking of resources and other materials
   d. Complete verbal and written reports in a timely manner
   e. Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years
   f. Participate in ongoing professional development
   g. Perform other duties as assigned

**Skills Required:**
The following skills and experience are essential for the FYNIR Chair:

- Have experience planning and implementing large projects or large-scale events, or digital event planning
- Have knowledge about the experiences of new students and the transition supports available; experience working with programming for new students an asset (e.g. peer mentor, orientation leader/volunteer)
- Demonstrate intercultural competence and a knowledge of equity, diversity and inclusion principles.
- Be able to work independently, and on a team with excellent interpersonal skills
- Demonstrate sound judgement, leadership and professional communication skills.
- Knowledge of campus resources and student groups.
- Role modeling appropriate behaviours in-person and online at all times.
• Interest and knowledge in team building/inclusive leadership development activities, programs, and training.
• Previous facilitation or training experience is an asset.
• Strong communication and presentation skills.
• Have highly developed technical skills and be knowledgeable in computer software programs such as Word, Excel, PowerPoint, etc.
• Be familiar with social media and other promotional tools

Eligibility
The FYNIR Chair 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.

Time Commitment
• The work term will be January - November 2021

Remuneration: Honorarium $500

Application: To apply, please submit a cover letter and resume in one document to melissa.burke@queensu.ca with subject line “FYNIR Chair”. Applications are due January 7, 2021.

Questions can be directed to Melissa Burke, Coordinator, Orientation & Transition, via email at melissa.burke@queensu.ca