The Faculty of Law, Queen’s University, requests applications from graduate or JD students interested in a Summer Student Contract position as a Program Assistant. The focus of this position will be supporting the Graduate Diploma in Immigration and Citizenship Law (online).

**Key Responsibilities:**
- Act as the first point of contact for the Graduate Diploma: including screening email, and acting as a resource person to current and prospective students and others on numerous matters of process, policy and direction. Initiate and/or prepare appropriate business correspondence, reports and e-communications to same.
- Prepares and sends correspondence to Graduate Diploma candidates regarding admissions, registration, deadlines for payment and documents.
- Assists with student and instructor program orientation planning and execution.

**Due to the current COVID-19 pandemic, the current work arrangement with respect to this position requires you to work remotely, and you must have a high-speed internet connection to do so.**

**Qualifications:**
These positions are open to current students of the Faculty of Law JD, LLM, or PhD program. Strong communication and client service skills is required.
Office and computer skills including knowledge of word processing software and familiarity with spreadsheet programs. Ability to learn new software packages as required.
Superior organizational skills and a high degree of initiative.
Appointment Details:
Hours per week: 35
Hourly Rate: $15.50 (+4% in lieu of vacation and/or benefits)

Application Procedure
Applicants should provide a resume, cover letter, names and contact details of two referees who may be contacted.

Please address applications to:
Miranda Gavidia, Human Resources and Staffing Officer
Email: lawpositions@queensu.ca

Employment Equity and Accessibility Statement:
The University invites applications from all qualified individuals. Queen’s is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous/Aboriginal people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. If you require accommodation during the application process, please contact Miranda Gavidia at hr.law@queensu.ca.

For additional details and information on the position, please contact:

Miranda Gavidia, Human Resources and Staffing Officer
128 Union Street
Kingston ON K7L 3N6
lawpositions@queensu.ca; (613) 533-6000 ext. 74256