Summer 2024
Student Experience Summer Student

Posting date: June 27, 2024
Closing date: July 7, 2024

The Faculty of Law, Queen’s University, requests applications from Queen’s Law JD students interested in a Summer Student Contract. The focus of this position will be to support the planning of Queen’s Law programs, including orientation, admissions and outreach, and communications.

Key Responsibilities:

The successful candidate will work in a variety of program areas:

- **Orientation** – assist with organizing and planning Orientation events, running registration, and developing on-line materials.

- **Admissions & Outreach** – help with law school tours, liaise with new and prospective students, update recruitment marketing materials, and assist with outreach planning and support.

- **Communications** – assist with development and delivery of internal and external communication materials.

The successful candidate will be required to work remotely and in-person, as necessary, throughout the contract period and must have a high-speed internet connection to do so.

Qualifications:
This position is open to current Queen’s Law JD students, including students currently participating in the International Law program at Bader College. Strong communication and client service skills are required, with superior organizational skills, attention to detail, and a high degree of initiative. Office and computer skills, including knowledge of word processing software and medium to advanced knowledge of Excel, and an ability to learn new software packages, as required, are considered an asset.
**Appointment Details:**

Length of Appointment: until September 2, 2024.
Hours per week: 35
Hourly Rate: $18.00 (+4% in lieu of vacation)

**Application Procedure**

Applicants are to provide a resume, cover letter, names and contact details of two referees who may be contacted. Interested persons are encouraged to send all documentation in their application package electronically as a PDF using the following naming convention:

Last Name_First Name_Student Experience Summer Students

Please address applications to:

Lisa Latour Colby, Director, Human Resources
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 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. Candidates requiring accommodation during the application process are asked to contact Diana Turner-Oke, Human Resources and Staffing Officer at hr.law@queensu.ca.

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

Lisa Latour Colby, Director, Human Resources
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Kingston ON K7L 3N6
lawpositions@queensu.ca;