



## Student Advancement Assistant

**Posting date:** December 17, 2025

**Closing date:** January 11, 2026

The Faculty of Law at Queen's University invites applications from JD students for a Student Contract position as a Student Advancement Assistant. Maintaining relationships between alumni, firms, and corporations is essential to the Faculty of Law's engagement, reputation, and success. These relationships benefit the law school by enabling us to offer meaningful opportunities for alumni and firms and corporations to remain engaged as guest lecturers, mentors, and advisors. They also strengthen pathways for philanthropy by creating opportunities for the school to identify funding priorities that best align with the interests and values of these firms and corporations.

There are two positions available. The focus of these roles will be on developing a comprehensive system for classifying and tracking data on Faculty of Law graduates, including alumni of the Graduate Diploma in Immigration and Citizenship Law (GDipICL). This will involve identifying, researching and organizing alumni by region. This work will enhance alumni engagement and provide the foundation for future fundraising initiatives. These positions will also support the ongoing alumni engagement efforts of the Law Advancement Team and the GDipICL Team.

### **Key Responsibilities:**

- Conduct research related to alumni, corporations, and law firms
- Update departmental files with business information, correspondence, event data, and other necessary documentation
- Support the development of tools used to categorize and track alumni data
- Draft and prepare business correspondence, reports, and e-communications to internal business partners and external constituents
- Perform other duties as assigned in support of the Faculty of Law's Advancement Team and the Graduate Diploma in Immigration and Citizenship Law (GDipICL) Team, including but not limited to general administrative or event-related support.

### **Qualifications:**

This position is open to current JD students in the Faculty of Law. Candidates should have strong communication and client service skills, a high degree of discretion, excellent organizational abilities, initiative, and strong attention to detail. Proficiency in Microsoft Office and other computer applications is required, including word processing software and intermediate to advanced skills in Excel. The ability to learn new software programs as needed is considered an asset.

**Appointment Length:**

As soon as possible - April 30, 2026

**Weekly Hours:**

17.5 hours

**Rate of Pay:**

\$20 per hour, plus vacation pay

**Location:**

This position is in-person and requires the successful candidates to work on-site at the Faculty of Law.

**Application Procedure:**

Applicants should submit a resume, a cover letter, and the names and contact details of two referees who may be contacted. All application materials should be submitted electronically prior to the application deadline via Interfolio at the following link:

<https://apply.ca1.interfolio.com/123955>

**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, priority will be given to Canadian citizens and permanent residents of Canada.

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](mailto:hr.law@queensu.ca).

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

Diana Turner-Oke, Human Resources and Staffing Officer  
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[lawpositions@queensu.ca](mailto:lawpositions@queensu.ca); (613) 533-6000 ext. 74256