

Summer 2025

Student Program Assistant

Posting date: March 19, 2025

Closing date: April 2, 2025

The Faculty of Law, Queen's University, requests applications from current students in the JD, LLM, or PhD programs interested in a student part-time position as a Program Assistant with the Graduate Diploma in Immigration and Citizenship Law ("GDipICL") program. The primary scope of this position is to perform administrative responsibilities to support the smooth operation of the GDipICL program which is delivered entirely online.

Key Responsibilities:

- Act as the first point of contact for the program exercising a high level of customer service by responding with tact to students, faculty, staff, and other constituents.
- Liaise professionally with various constituents to handle and investigate requests and queries from the Manager, Academic Operations and Administration, Manager, Admissions and Recruitment, and the Academic Director, GDipICL.
- Initiate and/or prepare appropriate business correspondence, broadcasts, reports, and e-communication for the Manager, Academic Operations and Administration and the Academic Director, GDipICL.
- Act as a resource person to students, faculty, staff, and other constituents on numerous matters of process, policy and direction, upholding the GDipICL Handbook of Academic Regulations, Policies, and Procedures.
- Assist with the planning and execution of large-scale virtual Zoom sessions for Student/Faculty Orientation and special guest speaker series.

The current work arrangement with respect to this position requires the incumbent to work remotely and have a high-speed internet connection to do so.

Qualifications:

- Excellent verbal and written communication skills along with a client-service focus.
- Strong office and computer skills, including MS Word, Excel, and PowerPoint, to produce a variety of program deliverables. Ability to learn and use new software as required.
- Superior organizational skills and a high degree of initiative, with the ability to multi-task and complete a high volume of work within reasonable deadlines.
- Strong attention to detail, accuracy, and problem-solving skills in order to work with large amounts of data and information.
- Experience using remote collaboration tools such as Zoom, MS Teams, and SharePoint.



- Comfortable working remotely, as part of a virtual team and independently, with little supervision to stay on track with projects and deadlines.

Appointment Details:

Length of Appointment: May 1st - August 29th

Hours: Up to 10 hours per week

Hourly Rate: \$18.00 (+4% in lieu of vacation)

Application Procedure:

Applicants are to provide a cover letter, resume, 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 Program Assistant

Please address applications to:

Meadow Morrison, Human Resources Administrator

Faculty of Law

128 Union Street

Kingston ON K7L 3N6

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 Meadow Morrison, Human Resources Administrator at hr.law@queensu.ca.

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

Meadow Morrison, Human Resources Administrator

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