

Student Program Assistant (2026-2027)

Posting date: September 18, 2026

Closing date: October 4, 2026

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 Director, GDipICL and the Academic Director, GDipICL.
- Initiate and/or prepare appropriate business correspondence, broadcasts, reports, and e-communication for the 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:

- Position Type: Existing
- Location: Remote
- Length of Appointment: October 12th, 2026 - April 1st, 2027
- Hours: Up to 10 hours per week
- Hourly Rate: \$20.00 +4% vacation pay

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.

In accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority, including any qualified individuals who have a valid legal work status in 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.

Application Procedure:

A complete application package includes a cover letter, resume, and the names and contact details of two referees who may be contacted. Interested candidates are invited to submit their complete application package by the deadline via Interfolio at the following link:

<https://apply.ca1.interfolio.com/124091>

As part of the application process at Queen's University, our recruitment process uses Artificial Intelligence (AI), as defined under the Ontario *Employment Standards Act*, to ask job-related questions and assess suitability for hire. All final hiring decisions are made using non-AI related processes.