Fall 2023

Student Program Assistant

Posting date: August 18, 2023
Closing date: August 27, 2023

The Faculty of Law, Queen’s University, requests applications from graduate or JD students interested in a Student Contract/ Casual Hire position as a GDipICL Program Assistant. The focus of this position will be supporting the Graduate Diploma in Immigration and Citizenship Law program (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 stakeholders.
- Liaise professionally with various stakeholders to handle and investigate requests and queries from manager and academic director, GDipICL.
- Initiate and/or prepare appropriate business correspondence, broadcasts, reports, and e-communication to same.
- Possess strong verbal and written communication skills along with MS Word, Excel, and PowerPoint skills to produce a variety of deliverables for the program.
- Possess strong organizational skills with the ability to multi-task and complete a high volume of work within reasonable deadlines.
- Possess strong attention to detail, accuracy, and problem-solving skills in order to work with large amounts of data and information.
- Act as a resource person to students, faculty, staff, and other stakeholders 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.
- Possess strong technical skills and knowledge of remote collaboration tools such as Zoom and MS Teams/ SharePoint.
- Comfortable working remotely as part of a virtual team and independently with little supervision to stay on track with projects and deadlines; and take initiative as appropriate.
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:
This position is open to current students of the Faculty of Law in the JD, LLM, or PhD program. 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 is an asset, as well as ability to learn new software packages, as required.

Appointment Details:
Length of Appointment: September 01, 2023, until December 05, 2023
Hours per week: Up to 10
Hourly Rate: $18.00 (+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. 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:

Diana Turner-Oke, 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. 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:

Diana Turner-Oke, Human Resources and Staffing Officer
128 Union Street
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lawpositions@queensu.ca; (613) 533-6000 ext. 74256