

Summer 2025 – Student Experience Summer Student

Position Type: Temporary, Full-Time (Summer)

Location: Hybrid (On-campus and remote)

Department: Faculty of Law, Queen's University – Admissions and Recruitment

Posting date: June 9, 2025

Closing date: June 17, 2025

The Faculty of Law, Queen's University is seeking two motivated and detail-oriented JD students to support the planning and execution of orientation programming for incoming students. This is a dynamic summer role ideal for someone passionate about student engagement, event coordination, and community building.

Key Responsibilities:

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

- **Orientation**
 - Collaborate with the Admissions Coordinator to design and implement a comprehensive orientation program for incoming JD students.
 - Recruit, train, and manage volunteers for various orientation activities.
 - Coordinate communication with volunteers, clearly outlining their roles and expectations.
 - Provide logistical support for all orientation-related events.
 - Collect and analyze feedback from orientation participants and volunteers to assess program effectiveness.
- **Admissions & Outreach**
 - Organize outreach initiatives to connect incoming students with current JD students and answer questions.
 - Coordinate and lead building tours to familiarize new students with campus facilities.
 - Assist in the planning of a Fall Open House event for high school students hosted in the Law Building.
 - Reach out to pre-law societies to coordinate presentations and explore collaboration and recruitment opportunities.

- Support the Admissions Coordinator and Orientation Committee with additional tasks as needed.
- **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:

- Currently enrolled in the JD program.
- Strong organizational and communication skills.
- Ability to work independently and collaboratively within a team.
- Comfortable working in a hybrid environment.
- Experience with event planning and/or volunteer coordination is an asset.
- Proficiency in Microsoft Office and other relevant software tools.

Appointment Details:

Appointment Period: until September 2, 2025.

Hours per week: 35 hours

Hourly Rate: \$20.00 (+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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