



E-NEWSLETTER

SGPS Summer Office Hours

The SGPS Office will have reduced hours for the summer. From May 1st until August 15th, the SGPS Office will be open Tuesday, Wednesday and Thursday from 9:30 until 4:30 (closed 12:00 until 1 for lunch). We apologize for any inconvenience this causes.

SGPS SEEKS TO HIRE EXECUTIVE DIRECTOR

Applications will be accepted until May 9th, 2008

For complete details, please see the full job posting: <http://www.sgps.ca/dl/ed.pdf>

GENERAL DESCRIPTION

The Executive Director (ED) is responsible for the day-to-day operations of the SGPS and is involved in the strategic long-term planning of the organization. The ED provides guidance and acts as an institutional memory resource person to the elected executive. The ED is responsible for coordinating the training, transitioning, and supervision of all elected executive and paid staff. The ED helps to develop strategic plans and administrative policies by providing financial, statistical, budgetary, and human resource information. The ED is also responsible for the administration of the SGPS health and dental plan.

WORK, EDUCATION AND OTHER REQUIREMENTS

- Post-secondary degree or equivalent education and work experience;
- Training in financial management, bookkeeping, and financial information systems;
- Experience in staff supervision and human resources management;
- Awareness of equity and anti-oppression issues;
- Sound knowledge of university structures and regulations/policies;
- Sound knowledge of government regulations with regard to human resources and not-for-profit corporations;
- Excellent judgment skills and the ability to make decisions regarding policy interpretation;
- Excellent interpersonal skills in order to build and maintain good working relations with students, faculty and staff within the SGPS, the University and also with external organizations;
- Advanced technical and computer skills including knowledge of Simply Accounting software, word processing, database management and spreadsheet software;
- Supervisory decisions regarding training, scheduling of work, performance reviews, and discipline;
- Ability to maintain confidentiality;
- Ability to work in a team environment, take initiative and maintain composure in challenging situations

WIN AN 8GB IPOD TOUCH

The SGPS, School of Graduate Studies and Research, Centre for Teaching and Learning and partners in the Queen's Learning Commons want to ensure that academic services develop to meet the needs of Queen's graduate students. **A comprehensive review of existing services** is currently underway. In order to get an accurate and representative view of your current support needs, we strongly encourage you to **contribute to our review via the attached survey**. In just a few minutes, your opinions can help us improve the academic services we offer to you and our whole graduate community. The survey will take approximately **15 minutes to complete**. As compensation for your time, you will be entered into a draw to **win an 8GB iPod Touch**.

The survey will be accessible for 1 week only and is available online at:

https://www.surveymonkey.com/s.aspx?sm=O11qnyMWsaI62vt7yHo_2fmg_3d_3d

There are no known foreseeable risks to your participation and you will not be adversely affected if you choose not to participate. All data will be kept confidential and individual respondents will not be identified in publication or presentation of results. Please review the letter of information below for further details regarding the study.

Your feedback is greatly appreciated and we thank you in advance for your participation.

UPCOMING TA / TF SURVEY

What would you like to see improved about being a Teaching Assistant or Teaching Fellow at Queen's? The SGPS would like to hear from you! In the coming weeks you will be invited to complete a short survey about TA and TF work-related issues. Your participation in the survey will help us more effectively represent your interests on university committees that develop and oversee graduate student employment policies. More information about the survey will follow by email.

If you have a concern related to any TA or TF issue, we encourage you to contact our student advisors (studentadvisors@sgps.ca) or the VP Internal (Graduate) (vpig@sgps.ca).

Want help with ...
Time Management?
Presentation Skills? Stress Reduction?
Learning Strategies Development
www.queensu.ca/qtc

QUEEN'S INTRAMURAL SUMMER LEAGUES

Queen's Intramurals is pleased to announce our summer league offerings for 2008.

Returning this year:

Men's & Women's soccer league (Mon-Thurs)

Softball (Sun-Thurs)

The softball league has been split into a recreational (league only) and competitive (league & championship tournament)

We are also pleased to announce the addition of:

2 basketball leagues (Tues or Thurs)

2 volleyball leagues (Mon or Wed)

1 inner-tube water-polo league (Tues)

And as always, the competitively priced Queen's golf tournament, being held on Wednesday June 18th @ the Colonnade Golf Club.

Complete information and registration forms can be found online at www.queensrecreation.com.

Spaces are limited to the first teams registered.

Soccer (16)

Softball (34)

Basketball (6 teams per night)

Volleyball (8 teams per night)

Inner-tube (8 teams)

For more info, check out the website, or contact the Intramural Coordinator (Duane) @ 4djp3@queensu.ca, or extension 74828.