



# E-NEWSLETTER

## **SGPS Office: Summer Hours of Operation**

The SGPS Office is open **Tuesday through Thursday 9:30 a.m. until 4:30 p.m. (closed noon until 1 for lunch)**  
We are located in room 021 of the John Deutsch University Centre (JDUC)

## **SGPS SEEKS TO HIRE EXECUTIVE ASSISTANT**

The Executive Assistant (EA) reports to the Executive Director. The EA will help the Executive Director with office tasks that relate to the SGPS health and dental plan, finances, office administration and customer service. **This is a full-time position.** The EA will work Monday to Friday from 9:30 a.m. until 4:30 p.m. The regular work week is 5 days from Monday to Friday. Starting mid-May and ending mid-August, the EA will have a regular work week of 4 days from Monday to Thursday. Start date for the successful applicant will be Tuesday August 3rd, 2010.

The Executive Assistant has a starting salary of \$31,000 per year (which includes 4% vacation pay). In addition, the SGPS will cover the cost of health and dental insurance for the Executive Assistant. The Executive Director and the SGPS Executive will negotiate vacation time and sick time with the successful applicant.

**Applications are due Wednesday June 2, 2010.** For more information:

<http://www.sgps.ca/jobs/downloads/executive-assistant.pdf>

## **SGPS STARTS SUMMER OFFICE HOURS**

Please note that the SGPS has started summer office hours. From now until mid-August, the SGPS Office will be open Tuesdays, Wednesdays and Thursdays from 9:30 a.m. until 4:30 p.m. (closed noon until 1 for lunch). The office will be closed Mondays and Fridays.

## **HOST PROGRAM VOLUNTEERS NEEDED**

Every September the Queen's University International Centre (QUIC) runs a host program for new international students who need a place to stay for a few nights before they move into their new homes. The program always needs more volunteer hosts. If you would like to put up a new graduate colleague for a few nights in August or September while they get their feet on the ground, please contact QUIC at 613-533-2604 or send them a comment at <http://quic.queensu.ca/contact.asp>.

## APRIL COUNCIL RECAP

The April meeting of SGPS council saw a number of student fees renewed and motions discussed. First, the Grad Club optional fee and the Queen's University International Affairs Association optional fee were both renewed by Council. Second, the second reading of the motion to loan the new SGPS Housing Authority \$90,000 did not pass.

A different motion was passed charging the Finance and Services Committee to examine the feasibility of purchasing a house with \$90,000 and to pay for all costs associated with such a purchase. The Committee will report to council in a timely fashion on its findings.

As well, the SGPS Graduate Student Senator Andrew Stevens resigned from his position. A by-election to fill the position and serve the remainder of the term will take place in the Fall. More details will follow.

Lastly, Michael Bravo was unanimously elected the new speaker of SGPS Council. The next regular meeting of the SGPS Council will be Tuesday, May 11th at 5:30pm in the McLaughlin Room (room 241) of the JDUC. Reports and motions are due Tuesday, May 4th. They can be sent to the speaker at [speaker@sgps.ca](mailto:speaker@sgps.ca).

If you have any questions or concerns, please contact the speaker ([speaker@sgps.ca](mailto:speaker@sgps.ca)).

## WORKSHOPS AT INTERNATIONAL CENTRE

Tues. May 4 - Worker Permits and Worker Rights (QUIC - Justin)

Wed. May 5 - Transitioning to the Canadian Workplace (QUIC - Susan)

For more information, please contact the SGPS International Students' Coordinator ([international@sgps.ca](mailto:international@sgps.ca)).

## GRAD CLUB: UPCOMING EVENTS

EVERY TUESDAY 5-8PM 1/ 2 PRICE NACHOS FOR MEMBERS ONLY

EVERY WEDNESDAY OPEN MIC 9PM

EVERY THURSDAY SGPS PRESENTS: TRIVIA 9PM

## MESSAGE FROM TAFA

Last month graduate student teaching assistants and teaching fellows voted to form a union and became a directly chartered local with the Public Service Alliance of Canada. In order to become a full member of the union - allowing you to vote at all meetings and run for committee and executive positions - graduate TAs and TFs must sign a membership card. Please email [queens.TAFA@gmail.com](mailto:queens.TAFA@gmail.com) to arrange to do so.