

Background

The SGPS Student Advisor Program provides a general information centre and advocacy service for graduate and professional students at Queen's University. Student Advisors provide information, advice, and advocacy related to any issue concerning student well-being, whether the issue is related to academics, employment, or social and personal life.

Students who approach the Student Advisors with a particular issue are guaranteed complete confidentiality. The Advisors act as an effective referral service for issues and needs that fall outside of their jurisdiction, for instance in the case of violations of Human Rights policies. They also work with other bodies on campus to promote the services of the program, raise awareness of equity and diversity issues, and advocate policy change where it is perceived as necessary.

Student Advisors become familiar with the policies and procedures of Queen's University, become knowledgeable of the services available to students on campus, and receive training in alternative dispute resolution and Human Rights issues. Advisors should be aware of the variety of challenges facing students, including matters of sexism, racism, homophobia, ableism, and other forms of discrimination and marginalization. Advisors are required to hold office hours, respond to emails, submit periodic reports, and participate in activities that raise student awareness of the Student Advisor Program. Due to the high volume of international students served by the program, experience as an international student is a significant asset.

More information about the Student Advisor Program can be found at:

<http://www.sgps.ca/sa>

Eligibility

Applicants must be full-time graduate students, be members of the Society of Graduate and Professional Students, and may be required to demonstrate funding eligibility (i.e., entering year 1 or 2 of their Master degree, or entering year 1, 2, 3, or 4 of their PhD degree) in order to qualify for a Dean's Award. Full-time students in the faculty of Law are also eligible to apply.

The SGPS follows an employment equity policy. As stated above, we are particularly interested in applications from people with experience as an international student.

Remuneration

The annual salary is \$12,000. Student Advisors are required to work an average of 10 hours per week. There is room for flexibility in summer hours, but they must be coordinated with the schedules of other Student Advisors.

To Apply

To apply for this position, please send your resume and cover letter to the VP Graduate, Daniel Moore (vpg@sgps.ca). Alternatively, you can submit your application documents in hard copy at the SGPS office.

Deadline for applications can be found here:

<http://www.sgps.ca/jobs/jobs.html>