

## OVERVIEW

The Society of Graduate & Professional Students (SGPS) at Queen's University is seeking members of the SGPS (graduate student or professional student in Law, 5th year Education, Occupational Therapy/ Rehabilitation, or School of Religion) to serve as Student Advisors.

The SGPS Student Advisor Program provides general information, guided advocacy, advice, and support services to graduate and professional students in areas related to academics, employment, and university life. Matters discussed within the Student Advisor Program are held in confidence, unless disclosure is required by law

## KEY RESPONSIBILITIES

- Provide confidential support to students with academic or university-related issues by informing them of pertinent rules, regulations or guidelines
- Promote student self-advocacy, seeking potential resolutions, and/or making referrals to on or off-campus resources such as Student Wellness Services, the School of Graduate Studies, graduate coordinators, etc.
- Assess each student issue and determine appropriate action in the context of relevant University policies, procedures and organizational structure based on the nature of the case
- If a student issue is beyond the scope of the advisor's ability (e.g. criminal matters, mental or physical health issues) refer the client to the appropriate university department
- Work with the Vice President Graduate and Program Administrator to ensure client records are secure and confidential
- Attend monthly meetings with the Vice President Graduate and prepare three term reports to be delivered to SGPS Council and the School of Graduate studies
- Work with the Vice President Graduate on advocacy for graduate student issues and other assigned tasks

## QUALIFICATIONS

- Must be a currently registered SGPS member
- Experience in a student advocacy or peer mentorship role
- Experience working with the principle of confidentiality and a client's right to privacy
- Awareness of the variety of challenges facing students, including matters of sexism, racism, homophobia, ableism, and other forms of discrimination and marginalization
- Working knowledge of alternative dispute resolution
- Familiarity with the services available to students on campus
- Familiarity with the Ontario Human Rights Code, including grounds for discrimination such as race, religion, gender, sexual orientation, family status and disability
- Familiarity with the University's policies and procedures pertaining to academic and university life (e.g. Code of Conduct, School of Graduate Studies regulations, etc.)
- Excellent communication skills, including active listening

## RENUMERATION

\$6,000 for 12 months of work.

Student Advisors are expected to work an average of 10 hours per week depending on each Advisors case load, hours will be logged by the Program Administrator. Schedules are flexible and must be coordinated with the Vice President Graduate, Program Administrator and other Team Members.

## TO APPLY

To apply for this position, please submit a resume and cover letter (with student number) to the attention of the Student Advisor Hiring Committee to [apply@sgps.ca](mailto:apply@sgps.ca).

Applications are due on September 7<sup>th</sup> at 5pm. For more information, visit [www.sgps.ca](http://www.sgps.ca).

*your* **SGPS**