OVERVIEW

The Society of Graduate & Professional Students (SGPS) at Queen’s University is seeking members of the SGPS to serve as Student Advisors.

The SGPS Student Advisor Program provides general information, guided self-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 rules, regulations, or guidelines
- Promote students’ self-advocacy, seek potential resolutions, make referrals to on- or off-campus resources
- Assess each student issue and determine the appropriate action in the context of University policies, procedures, and organizational structure
- Recognize the scope of the advisor’s ability and refer the student to the appropriate university department when issues fall outside of this scope (e.g., criminal matters, mental or physical health issues)
- Work with the Vice President Graduate and Program Administrator to ensure client records are secure and confidential
- Attend ad hoc meetings with the Vice President Graduate and prepare three-term reports to be delivered to SGPS Council and the School of Graduate studies

QUALIFICATIONS

- Must be a currently registered SGPS member, both currently and for the 2022 – 2023 academic year.
- Experience in 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

Student Advisors’ workloads fluctuate throughout the year, with a maximum of 10 hours a week allowed during the highest volume period. Typically Advisors can expect to work less than 6 hours a week; this is not including periods where the SGPS is closed in recognition of Winter Break and other holidays.

Schedules are flexible and must be coordinated with the Vice President Graduate, the SGPS Executive Director, 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.

Applications are due on Tuesday, August 2nd at 11:59 pm. For more information, visit www.sgps.ca.