

On-Campus QUIP Employer Sample Job Description

Company/Organization Name: ABC Department

Job Title: Community Awareness and Connections Intern

Number of Positions: 1

Salary: \$33,000/year

Location of Work: Kingston, Ontario

Geographic Location of Employer: Eastern Ontario

Job Type: Internship

Commitment: 35 hrs/week, 12 – 16 months

Start Date: September 2021

Application Deadline: Monday, May 17th, 2021 at 11:59PM EST (*An application deadline of 2-3 weeks after the posting is live is recommended*)

Job Description:

ABC Department is searching for a student intern to lead our efforts to promote our services and resources to our university's diverse student population. Our goal is to ensure all students are aware of what we offer and how we can support them. To achieve this, we need talented and hardworking staff.

Your Position at Department ABC

Your job as a Community Awareness and Connections Intern will be to coordinate ABC's outreach and engagement initiatives. You will be responsible for increasing ABC's presence on-campus and in the community, as well as building relationships with other organizations that support ABC's work.

As a Community Awareness and Connections Intern, you will also be responsible for the following duties:

- Develop and implement outreach strategies for active ABC campaigns.
- Coordinate the development and distribution of promotional campaign materials.
- Seek out student groups and organizations to explore potential partnership opportunities.
- Identify relevant student events and ensure ABC's participation in such events.
- Other duties as required.

You will be reporting to the Director of Communications. You will be part of a vibrant team with lots of opportunities to learn about the industry and grow your professional skills and

network. We offer a competitive base salary, 3 weeks of vacation in your first year with the company and comprehensive health and dental benefits.

Required Qualifications:

Candidates must possess the following qualifications:

- Excellent oral and written communication skills.
- Works well independently and as part of a team.
- Project coordination experience (either in a work or co-curricular setting).
- Enrolled in an undergraduate degree program (2nd or 3rd year) and eligible for QUIP
- Proven ability to work effectively and independently within a culturally diverse environment.
- Respects diversity and promotes inclusion in the workplace.

Preferred Qualifications:

- Excellent knowledge of Social Media platforms.
- Experience working with local community organizations.
- Experience managing a budget (could be in a workplace, for an event or a student/volunteer club/ organization).
- Familiarity with graphic design software.

How to Apply:

You must apply through MyCareer. Note that QUIP internships are required to be 12 to 16 months in length.

Required Application Documents:

- Resume
- Cover Letter

Employment Equity and Accessibility Statement

(this is the University statement – you can use this or a department-specific statement)

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at hadmin@queensu.ca.