

# Queen's University

## Enrichment Studies Unit (Queen's ESU)

Queen's ESU has been providing academic and university experience programs for elementary and secondary school students for over 30 years. Undergraduate students from Queen's University play a critical role in the delivery of our programs. The importance of your contribution is only matched by the unique and exciting experience you will gain from working alongside like-minded Queen's Students.



### Position:

Student Supervisor ("Red Shirt")

During scheduled programming, **Full-time and part-time Student Supervisors** are required to be available to lead programming and provide supervision to participants 24-hours (daytime, evenings and overnight) on a rotating *on-duty / on-call / on-standby* schedule. Shifts for part-time student supervisors are 3:00 PM to 8:30 AM with some flexibility.

### Job Description

The Student Supervisor ("Red Shirt") plays an active role in ESU programming, enriching participants' experience by acting as a mentor and primary contact for participants. Student Supervisors work directly with participants to ensure an enjoyable experience, actively model leadership, compassion, inclusiveness, respect, and instill the sense of community that is Queen's University.

Reporting to the Program Coordinator, the Student Supervisor is responsible for the supervision and safety of all students attending ESU programs. The Student Supervisor will also take direction from the coordinating team to support activities, including setting up for extra-curricular activities, and assist with administrative tasks.

### SUMMARY

#### KEY RESPONSIBILITIES

- Supervise, assist, and engage with participants. Remain available to participants while on-duty.

- Model and encourage positive student behaviour, including fair-play in activities, cleanliness in the dining halls, peace and privacy in residence, and best practices in a virtual setting.
- Monitor the safety and well-being of assigned participants and be aware of their whereabouts at all times.
- Ensure students arrive for meals, classes, and activities at assigned times.
- Ensure students in residence programs are in their assigned rooms at designated times.
- Take a lead role in the event of an emergency, ensuring the well-being of all students and assisting as directed by the coordinating team or emergency officials.
- Adhere to the Code of Conduct as outlined by Enrichment Studies Unit.
- Collaborate and share information with coordinating team to ensure the safety, well-being, and happiness of the students.
- Seek guidance from Coordinators, ESU staff and First Aid staff as necessary
- Take an active role during student welcoming events, welcoming students to Queen's University and their ESU program.
- Keep school chaperones and other relevant stakeholders informed of the schedule and events for the duration of the program.
- Assist with clean-up and program closing procedures at the end of each week.

#### **REQUIRED QUALIFICATIONS**

- Current enrollment as a student at Queen's University
- Willing and able to be on-site 24 hours/day
- Experience dealing with the public in a professional manner
- Experience using virtual conference applications (Zoom, MS Teams)
- Ability to work effectively with little supervision
- Current WSIB approved Standard First Aid Training and minimum CPR Level C
- Satisfactory submission of a Canadian Police Information Check (CPIC) and Vulnerable Sector Check (completed in the last 6 months)
- Maintenance of a clean CPIC and Vulnerable Sector Check for the duration of employment in this role at Queen's University

#### **SPECIAL SKILLS**

- Strong communication skills with diverse groups of people of all ages and backgrounds
- Organization and time management skills are essential for success in this position
- Flexible and adaptable
- Strong leadership skills
- Enthusiastic and welcoming

- Experience working with youth is considered an asset

#### **DECISION MAKING**

- Able to make decisions to ensure the safety of students
- Able to make decisions to ensure the students maintain the program schedule
- Able to make decisions to ensure students' well-being and happiness
- Able to decide when a situation requires intervention by Coordinators

Queen's University will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Enrichment Studies Unit office at [esu@queensu.ca](mailto:esu@queensu.ca) or by phone [\(613\) 533-3181](tel:6135333181).