

PSAC 901

Position Title: Fall Semester Orientation Coordinator, PSAC Local 901

Position Posted: August 4, 2022

Application Deadline: August 15, 2022

Start Date: August 18, 2022

Hours: 25 hours over 4 weeks at current TA wage (\$43.15/hour)

Workplace Location: Remote work/ Queen's University Campus, Kingston, Ontario

The Public Service Alliance of Canada (PSAC) Local 901 represents 2000+ academic workers at Queen's University, Kingston, Ontario. PSAC 901 is comprised of Unit 1 (Teaching Assistants, Research Assistants and Teaching Fellows) and Unit 2 (Postdoctoral Scholars). Our non-profit organization strives to protect, maintain and advance the interests of the members of the Local. We are committed to promoting equity and social justice within the Local, PSAC, Queen's University and the broader Kingston Community.

The Orientation Coordinator will serve as the liaison between different departments, stewards and the PSAC 901 executive committee to ensure that PSAC 901 delivers an orientation presentation to every department. The Orientation Coordinator will create a spreadsheet to keep track of all the presentations, ensure that a steward or a member of the executive will be there to do each presentation. Along with the co-chief stewards, they will ensure that the stewards are trained to give the presentations to each department. The Coordinator may also be required to give a few presentations themselves if the schedule requires it.

The skills and qualifications for this temporary contract are:

- Interest in the labour and student movements in an academic context is preferred;
- TA/RA/TF experience is preferred but not required;
- Excellent oral communication skills;
- Demonstrated ability to plan, implement, and manage people and schedules;
- Ability to work flexible hours;
- Strong time management skills;
- Accomplish goals with minimal supervision.

Please include a cover letter (max one-page) outlining your qualifications, including two references, a current CV (maximum three pages). Email your application as a single .pdf file to Brittainy Bonnis info.officer.psa901@gmail.com

PSAC 901 is committed to employment equity and diversity in the workplace. Applications are encouraged from equity-seeking groups, including Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Persons of any sexual orientation or gender identity.