

Intern for the Office of the Rector

THE RECTOR

The [Queen's University Rector](#) is a student, elected by all students for a three- year term . The Rector tradition was passed to Queen's from the University of Edinburgh, with the first Rector taking office in 1913 and the first student Rector taking office in 1969. The Rector of Queen's is the third officer of the University, after the Chancellor and Principal.

The central role of the Rector is to act as an advocate and a facilitator of dialogue regarding students' needs, opinions, and views with the university's senior administration. The Office of the Rector is an important resource for the Queen's student community in helping them understand the university's administrative structure and how to obtain student -specific resources and services.

THE ROLE

- x 3 hours per week.
- x Support special projects in the Rector's goal plan.
- x Prepare briefing documents for the Rector (1 hr/week) and help to coordinate the Rector's schedule conflicts .
- x Occasionally attend events and community engagements alongside the Rector.
- x Other duties as assigned, tailored to your interests and strengths.

Start date: November 1 , 2024

Compensation: \$300 honourarium upon successful completion of term.

Eligibility: actively enrolled first year undergraduate student at Queen's University in good academic standing.

WHAT YOU BRING

- x Passion for supporting Queen's University students and unwavering dedication to upholding the principles of Indigenization, equity, diversity, inclusion, anti -racism, and accessibility.
- x Respect for the sensitive and confidential

WHAT WE OFFER

- x Flexible working hours and location .
- x Access to the full Adobe Suite ,