



Posted June 17, 2020

Workshop Host

Number of positions	4
Contract	August 2020 – June 2021
Salary	\$21.53/hour
Approximate hours	Up to 120 hours per term

GradProSkills empowers Concordia graduate students and postdoctoral fellows to engage with community resources, optimize their graduate school experience and equip themselves to realize their professional and academic goals. If you would like to improve your organization and communication skills, and contribute to the mission of GradProSkills, we encourage you to apply to join the 2020-21 GradProSkills Team as a “Workshop Host.”

The Workshop Host plays an important role in ensuring the smooth delivery of our workshops and events, by supporting the workshop leader and GradProSkills administrative staff. They perform the role of webinar host for our online workshops: prepare the virtual (or physical) classroom, support the presenter in managing participant questions and activities, take attendance, troubleshoot any technical problems, promote related workshops and collect feedback. After the workshop they debrief their experience with the workshop leader and the GradProSkills staff.

Requirements:

- **MUST** be a graduate student enrolled in a Concordia graduate program from September 2020 to April 2021
- Previous experience supporting the delivery of interactive online training and in-person events.
- Very good oral and written communication skills.
- Knowledge of Zoom and Moodle, and capable of troubleshooting any issues with these tools.
- Flexibility in terms of schedule and good time management skills.
- Demonstrated ability to perform professionally both independently and in a team environment.
- Familiarity with Concordia facilities, student services and the GradProSkills program.
- Willingness to work on other GradProSkills events/activities as required.

Application process:

- Interested applicants must submit, by email, their resume with a cover letter before the deadline: **Monday, July 6, 2020 at 11:59pm.**
- **If applying for multiple positions, you must submit a separate email for each position.** Applicants are expected to tailor their resume and cover letter for each position.
- Applications must be sent to: gradproskills-jobs@concordia.ca. **Please use the position title as the subject.**
- We would like to thank all interested graduate students for their applications. **Only those candidates selected for an interview will be contacted before July 31, 2020.**
- If selected for the position, we will require approval from your Graduate Program Director or graduate program supervisor to confirm you are in good academic standing and that the time commitment of the position will not interfere with your program requirements.