

CONCORDIA GradProSkills

Empowering graduate students to achieve their professional and academic goals

Job title: Workshop Host

Application Deadline: Sunday, April 27 at 11:59 PM

Number of positions: Up to three (3)
Contract type: Casual-Professional
Contract date: July 1, 2025 – June 30, 2026
Approximate hours: Up to 100 hours per term
Salary: \$24.00/hour

GradProSkills is seeking to hire up to three (3) graduate students to support the delivery of our workshops and events. If you would like to enhance your organizational and communication skills, contribute to the mission of GradProSkills, and receive compensation for participating in exceptional training sessions, we encourage you to apply to join the 2025-26 GradProSkills Team as a *Workshop Host*.

Primary responsibilities:

Workshop Hosts play an essential role in ensuring the smooth delivery of our workshops and events by supporting the workshop facilitators and GradProSkills administrative staff.

The duties of this role include:

- Communicate with the presenter(s) prior to the workshop to confirm the agenda and any specific requirements.
- Prepare the physical (e.g., arranging chairs) or virtual (e.g., setting polls and breakout rooms) environment to meet the presenter's needs.
- Support the presenter and GradProSkills staff in managing participant questions, communications and activities during workshops and events.
- Take attendance.
- Troubleshoot any technical problems.
- Promote related workshops and resources.
- Collect participants' feedback.
- Share workshop and event materials with participants.
- Debrief with the workshop leader and GradProSkills staff as requested.
- Participate in monthly team meetings and occasional team check-ins.
- Contribute to the overall promotion and improvement of GradProSkills.

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Requirements:

- **MUST be a graduate student enrolled in a Concordia graduate program from July 2025 to August 2026, and be in good academic standing.**
- Demonstrated experience supporting the delivery of interactive online training and in-person training sessions and events.
- Knowledge of Concordia classroom management tools (Zoom, Moodle, and standard classroom IT equipment) and the ability to perform first-level troubleshooting of issues with these tools.
- Very good written and spoken communication skills in English.
- Excellent time management and organizational skills, with a strong attention to detail.
- Professional and responsible.
- Flexibility in schedule and work environment (i.e., in-person, remote).
- Ability to work in teams and autonomously.
- 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 following the instructions below:

- The **resume and cover letter should be in one single PDF document**. The PDF document should follow this naming format: “Family Name, First name_Host”
Ex: Smith, John_Host
- If applying for multiple positions, **submit a separate email for each position**. Applicants are expected to tailor their resume and cover letter for each position.
- Candidates are welcome to use GenAI when preparing their application but if GenAI is used, we expect it to be **acknowledged through a statement in the cover letter** indicating which tool and prompt were used.
- Applications must be sent to gradproskills-jobs@concordia.ca **using the position title as the subject, by Sunday, April 27 at 11:59PM**
- We would like to thank all interested graduate students for their application. **Only shortlisted candidates will be contacted for an interview before May 31.**