
Residence Program Assistant

POSITION OVERVIEW

Within Housing and Ancillary Services (Division of Student Affairs), Residence Life aims to create a community environment where all students can:

- **Find a sense of belonging:** we help students feel connected at Queen's and provide opportunities for active engagement within campus and Kingston communities;
- **Build resilience:** we encourage students to problem solve, think critically, accept responsibility for one's actions, and learn and grow from challenging experiences; and
- **Achieve academic success:** we help students identify and strive to achieve realistic and tangible goals that contribute to their overall academic efforts.

Reporting to the Residence Program Coordinator in Residence Life & Services, the Residence Program Assistant staff foster connection amongst Residence community members and provide a wide range of educational and academic programming. The Residence Program Assistant will also support Residence Life student staff by serving as a resource in the Resource Room. Responsibilities include researching, designing, creating, promoting and updating programming resources for Residence Life and providing program support for Residence Life student staff.

This position is part-time (5 – 15 hours per week) from July 8, 2024 – April 25, 2025. A remote work arrangement in July may be possible.

KEY RESPONSIBILITIES AND DUTIES

Staff Training & Development:

- Participate in training sessions held during the employment term.
- Coordinate Resource Room tours for Residence Life staff.
- Facilitate program training workshops for Residence Life student staff.
- Attend weekly meetings with fellow Residence Program Assistants & the Residence Program Coordinator.

Resource Room Coordination:

- Assist with operation and inventory of equipment, supplies, and resources.
- Keep accurate records that reflect when, how, and by whom the Resource Room is being used.
- Perform administrative tasks such as data entry and managing the RPA email inbox.

Leadership & Support:

- Run Residence-Wide programs with the Residence Program Coordinator, Dons, ResSoc & professional staff.
- Facilitate workshops with Residence Life student staff and provide informal coaching as required.

Marketing & Promotion:

- Assist Residence Life with social media promotions by creating and editing social media marketing content.
- Experience with Microsoft Office, Adobe Photoshop, Canva, and printing equipment is an asset.

Administrative Duties:

- Be familiar with the policies and procedures of Residence Life as outlined in training manuals, and other departmental publications.
- Complete verbal and written reports promptly.
- Set an exemplary standard of conduct while in residence and/or in the company of other residents at all times.
- Perform other duties as assigned.

ELIGIBILITY**A Residence Program Assistant must:**

- Be available to work in-person and on-campus August 14-September 1, 2024 and for the 2024-25 academic year;
- Not participate as a 2024 Orientation Leader or First-Year Off-Campus Community Leader;
- Not be a Residence Don or Residence Society Member;
- Be a student enrolled in either full-time or part-time studies in both the fall and winter semesters, in accordance with the guidelines outlined by the Registrar's Office (a Residence Program Assistant must meet the Registrar's Office minimum registration fee deadline);
- Have no less than one (1) year of post-secondary experience;
- Participate in all required training;
- Be legally entitled to work in Canada, or possess a valid student visa;
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check prior to starting in the role; it is your responsibility to maintain a clean CPIC and Vulnerable Sector Check for the duration of your employment in this role with Queen's. Any lapse may have implications for your continued employment status. The University can require that you produce a new Letter of Clearance at any time. In addition, you are also required to immediately disclose to the University any occurrence and/or circumstance(s) that might impact your ability to receive a clear CPIC or Vulnerable Sector Check;
- Time away from work must be requested and authorized by the Residence Program Coordinator well in advance.

Please note: Residence Program Assistants are not required to live in residence and are not guaranteed a residence room or meal plan.

TERMS OF EMPLOYMENT

The Residence Program Assistant will work:

- Approximately 5-10 hours per week during the summer (July 8-September 1, 2024). A remote work arrangement may be possible¹. Weekly schedules will be discussed in consultation with the Residence Program Coordinator.
- In-person and on-campus August 14-September 1, and during the 2024-25 academic year in the Resource Room and at August Training. Weekly schedules will include regular days and evenings.
- Approximately 10-15 hours per week during the academic year (September 3, 2024-April 25, 2025) in the Resource Room and at Residence-Wide Programs. Weekly schedules include regular days, evenings, and weekends.
- Residence Program Assistants are supervised by and report directly to the Residence Program Coordinator.
- Residence Life professional staff reserve the right to revise the terms of employment, the eligibility requirements, and the duties and responsibilities of Residence Program Assistants to meet the needs of unexpected developments.

CPIC and Vulnerable Sector Check Required

The nature of the position being offered requires, as a condition of this offer, that you obtain both a Canadian Police Information Centre (“CPIC”) Check and a Vulnerable Sector Check and to produce the Letter(s) of Clearance. You may use a recent CPIC/Vulnerable Sector Check if it is dated within 6 months of your start date.

It is your responsibility to maintain a clean CPIC and Vulnerable Sector Check for the duration of your employment in this role with the University. Any lapse may have implications for your continued employment status. The University can require that you produce a new Letter of Clearance at any time. In addition, you are also required to immediately disclose to the University any occurrence and/or circumstance(s) that might impact your ability to receive a clear CPIC or Vulnerable Sector Check.

Employment Standards Act

Employees and employers in the province of Ontario are subject to the provisions of the Employment Standards Act, 2000 (the “ESA”). As a new employee you are entitled to a copy of the Employment Standards Poster produced by the Ministry of Labour and can view the current version of the poster at:

<http://www.labour.gov.on.ca/english/es/pubs/poster.php>

REMUNERATION

\$16.55 per hour +4% vacation pay

Wages are current, pending provincial minimum wage adjustments

EVALUATION

The performance of Residence Program Assistants will be regularly evaluated. This evaluation process will include, at a minimum, an assessment of performance by the Residence Program Coordinator.

When performance is perceived to be below standard, the matter will be addressed confidentially, in a timely manner, between the Residence Program Assistant and the Residence Program Coordinator.

Personal Integrity and Behaviour

You are expected to display personal integrity and exhibit behaviour that meets the [Queen's Student Code of Conduct](#). By accepting this employment, you agree that engaging in behaviour that contravenes the Student Code of Conduct, or representing to the general public that you have engaged in conduct that contravenes the Student Code of Conduct, constitutes just cause for immediate termination from the position.

Termination

In the event that this position ends earlier than the end date stated, you will be provided with written notice in accordance with ESA, or without notice in the event you are guilty of willful misconduct, disobedience or willful neglect of duty pursuant to the ESA. You may terminate your employment at any time by giving the University two weeks' prior written notice; however, it is understood and agreed that the University shall be entitled to waive all or part of that notice and accept your resignation at an earlier effective date. If we do so, you will be paid only to the date upon which we waive your notice.