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# Jean Royce Hall Peer Ambassador – Casual Student Position

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## **CLOSING DATE**

Tuesday, March 3 at 09:00 am.

## **APPLICATION INSTRUCTIONS**

Send a current resume (no more than 2 pages) and cover letter (1 page), emailed as a PDF to [reslife@queensu.ca](mailto:reslife@queensu.ca).

## **HOURLY RATE**

\$17.60 per hour (+4% vacation pay).

## **HOURS PER WEEK**

Maximum of 10 hours per week from August 1 (start date negotiable) to November 30. Hours are flexible.

## **DEPARTMENT**

Residence Life and Services.

## **LOCATION**

Remote. Must be available for Move-in and Orientation 2026 to host in-person events.

## **VACANCY TYPE**

Existing position.

## **JOB SUMMARY**

Residence Life and Services is seeking enthusiastic individuals who recently lived in Jean Royce Hall as first-year students to speak to incoming students about their experience. We aim to address the stigma that can be associated with living at Jean Royce Hall, and provide students with accurate, applicable, and relevant information based on lived experience. Reporting to the Assistant Director, Residence Life and Services, and taking direction from Residence Admissions Coordinator, JRH Ambassadors will also create materials to set students up for success in the JRH community. JRH Ambassadors will candidly speak about the community at Jean Royce, overcoming challenges of living on west campus, and work to create a building community and legacy year over year. They will also identify students of concern for follow-up by professional staff.



## KEY RESPONSIBILITIES

- Directly communicate with students who have been placed in Jean Royce Hall to offer context from lived experience, support with the transition, and answer questions.
- Accurately convey departmental policies and procedures.
- Create content (social media, information packages, resources, etc.) that outlines specific elements of Jean Royce Hall and helpful ways to navigate the experience.
- Meet with students during Orientation week to provide support and guidance.
- Create and host an in-person social program for JRH students to attend.
- Offer perspective and implement strategies to positively communicate and market the Jean Royce Hall experience to incoming students.
- Meet virtually with students who apply for room changes throughout September and November to offer mitigating strategies and support.

## REQUIRED QUALIFICATIONS

The incumbent will:

- Be a current Queen's student.
- Have lived in Jean Royce Hall as a first-year student and ideally within the last 1-2 years.
- Meet weekly with supervisor (in person or electronically) to provide updates.
- Work independently and on a team.
- Possess excellent communications skills.
- Possess excellent organizational skills.
- Possess excellent interpersonal skills.
- Set work priorities to meet deadlines.
- Exercise good judgment and sound reasoning.
- Be available to work on-site during Residence move-in (September 5).

## EMPLOYMENT EQUITY AND ACCESSIBILITY STATEMENT

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized persons, Indigenous people, women, persons with disabilities, and 2SLGBTQI+ persons. In accordance with Canadian Immigration requirements, priority will be given to those who are legally eligible to work in Canada.

The University provides support in its recruitment processes to all applicants who require accommodation due to a protected ground under the Ontario Human Rights Code, including those with disabilities. Candidates requiring accommodation during the recruitment process are asked to contact Emefa Kemeh at [reslife@queensu.ca](mailto:reslife@queensu.ca).