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# Move-In Assistant – 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

\$19.00 per hour (+4% vacation pay).

## HOURS PER WEEK

35 hours per week from April 27 (start date negotiable) until mid-September. Full-time working hours are 8:30 am – 4:30 pm Monday – Friday.

## DEPARTMENT

Residence Life and Services.

## LOCATION

On-site, in Victoria Hall on main campus, in Kingston, ON.

## VACANCY TYPE

Existing position.

## JOB SUMMARY

Residence Life and Services is looking for an organized and dynamic student for the Residence Move-In Assistant role. This position, reporting to the Assistant Director, Residence Life and Services, will work closely with student groups, volunteers, and staff across the Housing and Ancillary portfolio to enhance and execute the Residence move-in experience for 2026. The incumbent will help to plan and execute logistics for Residence move-in, including the recruitment and coordination of volunteers. The position requires a high level of skill in project management, collaboration, communication, and the ability to manage multiple priorities.

## KEY RESPONSIBILITIES

- Support the planning, logistics, and on-site execution of move-in.
- Work with the Residence Life and Services Communications Coordinator to develop



move-in communication and materials.

- Liaise with Housing and Ancillary staff members and other campus and external partners as necessary.
- Respond to student inquiries regarding move-in.
- Coordinate outreach to student groups and organizations on campus to recruit volunteers for move-in weekend.
- Identify and coordinate early move-in for designated groups.
- Maintain inventory of move-in materials.
- Attend move-in committee meetings and provide updates.
- Assist with the administration and execution of other projects as assigned.

## REQUIRED QUALIFICATIONS

The incumbent will:

- Work independently and on a team.
- Work on-site and occasionally remotely.
- Possess excellent communication skills.
- Possess excellent organizational skills.
- Possess excellent interpersonal skills.
- Set work priorities to meet deadlines.
- Exercise good judgment and sound reasoning.
- Be proficient in the use of computers and suitably knowledgeable in software programs such as Word, Excel as well as understand and be comfortable using databases.
- Demonstrate good decision-making and creative problem-solving skills.
- Have good oral and written communication skills.
- 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).