
Projects and Communications Assistant – Casual Student Position

CLOSING DATE

Tuesday, March 10, 2026, 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.

HOURLY RATE

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

HOURS PER WEEK

Up to 35 hours per week from April 27, 2026 (start date negotiable) until mid-September, 2026. Full-time working hours are 8:30 am – 4:30 pm from Monday to Friday.

DEPARTMENT

Residence Life and Services

LOCATION

On-site at Victoria Hall (75 Bader Lane) on Queen's University main campus in Kingston, ON.

VACANCY TYPE

New position

JOB SUMMARY

Residence Life and Services is looking for an organized and creative student for the Summer Projects role. This position, reporting to the Manager, Residence Education, will work closely with student groups, volunteers, and staff across the Housing and Ancillary portfolio to complete a variety of project work, including data assessment, event planning, and video/photo content development for promotions. This role is ideal for a detail-oriented, organized, and creative individual who enjoys working on diverse tasks in events, data, communications, and media. The successful candidate will contribute to key summer projects that enhance student services, student experience, and operational readiness for the upcoming academic year in Residence Life and Services.

KEY RESPONSIBILITIES

- Capture video footage and photos of campus buildings, spaces, and B-roll content for use on social media and promotional materials.
- Take direction to create and promote content on social media.
- Work with the Residence Life and Services Communications Coordinator to follow content guidelines and brand standards.
- Liaise with Housing and Ancillary staff members and other campus and external partners as necessary.
- Create surveys and assess data as required.
- Compile and arrange report data.
- Contribute creative ideas to enhance student engagement and event effectiveness.
- Assist with event planning, including material compilation, room setup, and scheduling.
- Support summer projects as required.

REQUIRED QUALIFICATIONS

The incumbent will:

- Work independently and collaboratively as part of a team.
- Have experience with social media content development.
- 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 Microsoft Office programs such as Word and Excel, as well as understand and be comfortable using databases.
- Be proficient in the use of Canva. Proficiency in Adobe Suite (e.g. Photoshop, Illustrator, InDesign) is an asset.
- Demonstrate good decision-making and creative problem-solving skills.
- Have excellent oral and written communication skills.

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.