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## Residence Program Assistant (RPA)

2026–2027

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### POSITION OVERVIEW

Within Housing and Ancillary Services (Department of Student Affairs), Residence Life and Services 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 the 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;
- **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 (RPA) fosters connections among the Residence community members and provides a wide range of educational and academic programming. They also serve as a resource to Residence Life staff by staffing the Don Resource Room (DRR) and supporting program development. Key responsibilities include researching, designing, creating, promoting and maintaining programming resources, as well as providing hands-on support to Residence Life staff. 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.

This position is part-time (5–15 hours per week) from July 7, 2026 – April 26, 2027. A remote work arrangement in July may be possible.

### Key Responsibilities and Duties

#### Staff Training & Development

- Participate in all scheduled training sessions held throughout the employment term.
- Coordinate Resource Room tours for Residence Life staff.
- Attend weekly meetings with fellow Residence Program Assistants and the Residence Program Coordinator.

#### Resource Room Coordination

- Assist with daily operations and inventory management of equipment, supplies, and resources.
- Contribute to the routine upkeep of the resource room and maintenance of materials.
- Keep accurate records that reflect when, how, and by whom the Don Resource Room is being used.
- Perform administrative tasks such as data entry and managing the RPA email inbox.

#### Leadership & Support

- Collaborate on Residence-Wide programs with the Residence Program Coordinator, Dons, ResSoc & professional staff.
- Plan and host Small Scale, Big Impact (SSBI) events bi-weekly for Residence students to attend and engage in each semester.
- Support in the delivery of program training workshops for Residence Life student staff.

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## Marketing & Promotion

- Design and produce marketing posters and promotional content for your own Residence programming.
- Offer support to Residence Life student staff with their marketing and promotional needs as requested.
- 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.
- Always set an exemplary standard of conduct while in residence and/or in the company of other residents.
- Perform other duties as assigned.

## Eligibility

### The Residence Program Assistant must:

- Be available to work in-person and on-campus from August 14 to September 1, 2026, and for the 2026-27 academic year.
- Not participate as a 2026 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 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 7 to September 1, 2026). A remote work arrangement for July 2026 may be possible. Weekly schedules will be discussed in consultation with the Residence Program Coordinator.
- **In-person and on-campus from August 14 to September 1, 2026, and during the 2026-27 academic year** in the Don Resource Room and at August Training.

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- Approximately 10-15 hours per week during the academic year (September 3, 2026 to April 25, 2027) in the Don Resource Room and at Residence-Wide Programs. Weekly schedules include regular days, evenings, and weekends.

### **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**

Compensation is \$17.20 per hour plus 4% vacation pay. Wages are amended if provincial minimum wage standards change.

### **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.