

# Residence Live Staff Hiring Info Session

**Maura Frunza**

Manager, Residence Education

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# Today's Session

Residence Life Staff Positions

Application Process

Interview Process

Important Dates

Q&A

# Residence Dons

# Residence Dons

- Upper year students who live in Residence
- Support for residents on their floor, connect to resources, facilitate programming
- Role models for other students
- Help students transition to university through supporting Move-In Day, University Orientation and more
- Ensure safety and wellbeing of residents and their communities



# Residence Dons

On a team comprised of Dons & Residence Society (ResSoc) Members

Supervised and supported by Residence Life Coordinators (RLCs) - professional staff

## Other Responsibilities :

- Team Meetings
- Meetings with RLC
- Weekly logs and other administrative work

# Residence Dons Benefits

- Work experience
- Professional Development
- Personal Growth
- Fun & Supportive Environment
- Single Residence Room
- Meal Plan
- ResNet service

# Living Learning Community (LLC) Dons

# LLC Communities

## FACULTY-BASED

- Science
- Computer Science
- Nursing
- Engineering

## INTEREST-BASED

- Active Living
- Leadership
- Creative Arts





# LLC Dons

On a team with other Dons and ResSoc members, and a team with the other LLC Dons

Supervised and supported by a Residence Life Coordinator (RLC) and Academic Initiatives Coordinator (AIC) – Professional Staff

- **Additional responsibilities:**
  - LLC Specific Programming
  - Participation in Queen's Open Houses
  - Promoting and attending Living Learning Programs



# Residence Program Assistants

# Residence Program Assistants (RPA)

- Upper year students who live on-or-off campus
- Supports the larger residence community by supporting Don programs & facilitating large scale events
- Program for the following themes:
  - Sense of Belonging, Resiliency, Academic Success, Harm Reduction Alternative Programs, Health and Wellness & Civic Engagement.

# Residence Program Assistants (RPA)

On a team with other RPAs

Supervised and supported by Residence Program Coordinator (RPC) - professional staff

## **Other Responsibilities:**

- Team meetings
- Ongoing Training
- Meetings with RPC
- End of shift logs, other forms of documentation and administrative work



# Front Desk

# Front Desk Representatives

- In Residence, the Front Desk is a year-round operation (we only shut down for the winter holiday break)
- If you like to interact with a variety of people, be one of the first faces people meet at Queen's and work at the hub of Residence Life, the Front Desk is for you!
- Positions Available by Season:
  - Summer 2023 (Late April to Late August)
  - Academic Year 2023-2024 (Late August – Late April)

# Front Desk Representative Role

- Assists with check in and check out periods
- Initiates and completes the administrative processes for student keys (lock outs, lost keys, misplaced keys, room moves etc.)
- Organizes and distributes student mail and packages
- Provides referrals to residence/ campus resources and assists with a variety of questions residents or potential students may have
- Acts as point of contact for concerns and emergency needs in residence (eg. dispatches calls to dons on call or maintenance staff to building related issues, provides relevant COVID isolation information to symptomatic students)

# Application Process



# Requirements to be a Residence Life Staff

- Full-time Student (although Front Desk & RPA also accepts part-time students )
- At least 1 year of post-secondary experience
- Have demonstrated and maintain a cumulative GPA of at least 2.0 , and a most recent term GPA of at least 2.0 (DON)
- Emergency First Aid (Dons and LLC Dons)
- CPIC – Police Records Check
- Attend mandatory Residence Staff training – begins mid August 2023

# Residence Student Staff Compensation

- Remuneration for a Don position will be a taxable benefit equivalent to the current value of a single room (including local landline and internet) and a meal plan
- LLC Dons receive a \$1000 stipend in addition to Don remuneration
- Residence Program Assistants are paid \$14.35 per hour +4% vacation pay
  - Work 15-20 hours per week
- FRONT DESK COMPENSATION
  - FD Staff may be paid \$14.35-\$16.00 dependent on the position + 4% vacation pay

# How to Apply

Job Postings will be up on Residence Website beginning of December

Applications will open December 5<sup>th</sup> - applicants apply through eRezLife

Applicants must submit:

- Resume
- Cover Letter
- 2 References

# How to Apply

Please sign in - eRezLife

https://queens.erezlife.com/login?next=%2F

Queen's Logo and W Dashboard - eRezLife ARCHIBUS Web Cent Don Scheduler | Que

**iRezLife**  
Residence Life Management  
Staff Application

Queen's  
UNIVERSITY

Email

Password



Sign in

[Forgot my password](#)

First time at eRezLife?  
Please activate an  
account to sign in.

Activate account

# How to Apply



## Activate account

1. You can only activate an account if your school has [added you to the system](#)
2. You will be receiving an email from: Queen's University Residence Life <noreply@erezlife.com>
3. Please check your spam folder if the email does not arrive in your inbox
4. Please enter one of the following:

Activate account

[Questions about your application? Having technical issues?](#)

# Interview Process

Interviews will be virtual this year. Candidates will be sent an email with interview specifics and will also be booked into a calendar meeting with the link included as well.

There will be 2 professional staff in the interview

There will be a post-interview summary email sent with key dates and next steps

# FAQs

- **How often will I be on-call?**

Dons are typically on call 1-3 nights a week, depending on their building and time of year.

- **Can I leave residence for a night?**

While residence should be your primary living space, Dons are permitted to spend nights away from residence in consultation with their Residence Life Coordinator.

- **Is training mandatory?**

The Don contract begins with Training in late August. This is mandatory, and Dons should negotiate previous employment to allow themselves to participate in training.

# Application Timeline

**December 8<sup>th</sup>, 2022:** Residence Student Staff Application Opens

**January 15<sup>th</sup>, 2023:** Residence Student Staff Application Closes

**Early to Mid February :** New Don Interview Dates

**Late February:** Offers made to successful candidates

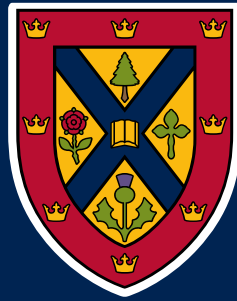
**Early March:** Deadline to accept offer



## Any Questions?

Feel free to email Maura Frunza (Manager, Residence Education)

[maura.frunza@queensu.ca](mailto:maura.frunza@queensu.ca)



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