Residence Move-In Assistant

Position Summary

We are looking for an organized and dynamic student for the Residence Move-In Assistant role. This position, reporting to the Manager (Operations) Residence Life, 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 2019.

The incumbent will help to plan and execute logistics for Residence move-in day, including the recruitment and coordination of volunteers. The position requires a high level of skill in project management, graphic design, and marketing. This position will begin with part-time hours in April, and will then transition into full-time hours for the remainder of the summer. The incumbent will need to be available the weekend of August 31st for move-in day, and on a part-time basis during Queen’s Orientation Week for debriefing and transition reporting.

JOB DESCRIPTION

OVERVIEW:

- assist in the recruitment and coordination of volunteers for Residence move-in day
- support administrative tasks and logistics related to Residence move-in day
- design, order, inventory, and coordinate signage and marketing materials for Residence move-in day
- provide administrative support to the Manager (Operations), Residence Life and Residence Life department.

DUTIES AND RESPONSIBILITIES:

- support the creation of move in communication and materials
- liaise with Housing and Ancillary staff members
- respond to student inquiries regarding move-in
- coordinate outreach to student groups and organizations on campus to recruit volunteers
- maintain inventory of move in day materials
- attend move-in committee meetings and provide updates
- support the execution of residence move-in on August 31, 2019 by providing on-site support
- assist with administration and execution of other projects as assigned

JOB REQUIREMENTS

The incumbent must:

- be able to work independently and on a team
- possess excellent organizational skills
- possess excellent interpersonal skills
- be able to set work priorities to meet deadlines
• be able to exercise good judgment and sound reasoning
• be proficient in the use of computers and suitably knowledgeable in software programs such as word, excel and powerpoint, etc.
• be proficient in graphic design, including Photoshop, Canva and Illustrator
• possess strong marketing and communications skills
• demonstrate decision-making and creative problem-solving skills
• have good oral and written communication skills
• possess technical skills to prepare ads, manuals, posters and flyers, etc.
• be available to work on Residence move-in day, Saturday, August 31

Remuneration and Work Hours:

$14.00 per hour (+4% vacation pay); 35 hours per week from April 29th-August 31st, 2019, plus 10-20 hours during Queen’s Orientation Week. Part time working hours are negotiable; full time working hours are 8:30 am-4:30 pm Monday-Friday with some flexibility depending on circumstances.

TO APPLY

• Application should include a current resume and cover letter, emailed to reslife@queensu.ca by Monday, March 11th at 12pm (noon).
• Accommodation or accessibility needs:
  o To ensure fairness and equity in our selection process, if you require accommodation for a disability or health issue in order to participate in the selection process (e.g. mobility concerns, large print text, sensitivities/allergies, etc.), please include this information/requirements in your email to the Residence Life Office when you submit your application.
  o If you become a successful candidate and require ongoing accommodation for a disability, please approach the Residence Life Office to discuss your requirements.