



# Employment Application

# Queen's University Residence Facilities (Administrative)

The completed application and resume can be emailed to [resfcc@queensu.ca](mailto:resfcc@queensu.ca) or submitted to the Facilities Control Centre at Victoria Hall D007 no later than Monday March 30<sup>th</sup> 2020. Access our application online at <https://residences.housing.queensu.ca/residence-services/working-for-residences/>

## Position Selection

Please check the applicable boxes of the position(s) you are applying for.  
Job descriptions on pages 2 and 3.

<b>1. Administrative Assistant- Spring/Summer 2020</b> 37.5 hours per week (8 hour shifts)- working static shifts 8:30am-4:30pm, rotating weekends Remuneration \$14 per hour (includes 4% vacation pay)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>2. Facilities Control Assistant- Spring/Summer 2020</b> 37.5 hours per week- rotating shifts, required to work 2 weekends a month Remuneration \$14 per hour (includes 4% vacation pay)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>3. Key Clerk Helper- Spring/Summer 2020</b> 30-37.5 hours per week- working static shifts between 8:00am-4:00pm, some weekends required Remuneration \$14 per hour (includes 4% vacation pay)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *Province* *Postal Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date available to start:	
Are you legally entitled to work in Canada?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Do you have any other employment obligations?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Are you currently working for Queen's?	YES NO <input type="checkbox"/> <input type="checkbox"/>  If yes, which department? _____
Have you worked for Residence Facilities before?	YES NO <input type="checkbox"/> <input type="checkbox"/>

Have you ever been convicted of a federal criminal offence for which a pardon has not been granted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently enrolled in school or classes?	<input type="checkbox"/> I am not enrolled in school or classes  <input type="checkbox"/> I am a university/college student  <input type="checkbox"/> I am a high school student	
Date returning to school (if applicable):		

**Emergency Contact Information**

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Acknowledgment of Terms and Conditions**

*Please note: A current Canadian Police Information Centre Certificate (CPIC) and Vulnerable Sector will be required as a condition of employment (if over 18 years of age). Returning staff that have previously submitted this will be required to sign a waiver if successful.*

*I hereby declare that the information on this application form and that which is attached is true and complete. I understand that the information may be verified, and a false statement may disqualify me from employment or cause my dismissal. Only successful candidates will be contacted.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job Descriptions**

**1. Administrative Assistant- Spring/Summer 2020**

Residence Facilities is responsible for the planning and scheduling of all cleaning, maintenance and set ups. Several of our Residence buildings are used for Hotel services for groups and individuals in the summer months. Under the supervision of the Assistant Manager, the Administrative Assistant will provide a variety of function to help Facilities with schedules, printing and posting schedules, time tracking, data entry, collecting information on a spreadsheet of work completed, collecting and maintaining log sheets, collecting keys, time cards, and handing out and collecting I.D badges. The successful incumbent must be able to provide leadership, adapt to a changing work environment, acquire new skills, and work within a high-pressure environment.

**Required Qualifications**

- Previous Administration experience is preferred but not necessary
- Basic computer, office and data management skills. Ability to use Microsoft Office and Word
- Excellent organizational, and time-management skills
- Analytical skills to review work with a high standard for accuracy and attention to detail. Ability to be clear, concise and accurate
- Self-starter with an ability to work independently and in a collaborative team environment
- Ability to work in a fast paced, changing environment

## **2. Facilities Control Assistant- Spring/Summer 2020**

Reporting to the Manager, Facilities the incumbent will be responsible for handing out keys to custodial, trades and contractors while monitoring access and checking identification. The Casual position is responsible for providing administrative support to the Facilities Control Clerks, which could include entering work orders, filing paper work and answering phones

### **Required Qualifications**

- Organized
- Able to multitask
- Able to communication efficiently & effectively
- Microsoft Office (Word, Excel, PowerPoint)

## **3. Key Clerk Helper- Spring/Summer 2020**

Reporting to the Manager, Facilities, the incumbent will perform a variety of tasks related to the keys in a secure Residence environment, including recording keys that have been returned, auditing key functionality in the physical doors and other duties related to Residence Facilities operations.

### **Required Qualifications**

- Excellent customer service skills
- Computer literacy
- Able to follow direction on work orders
- Attention to detail
- Understanding of lock sets, key codes considered an asset