

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 2021.

The incumbent will help to plan and execute logistics for Residence move-in, 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 May, and will then transition into full-time hours for the remainder of the summer. Work will include remote and on-site requirements. The incumbent will need to be available on site the from August 30 – September 5 for Residence move-in, and on a part-time basis during the week of September 7th for debriefing and transition reporting.

JOB DESCRIPTION

OVERVIEW:

- support administrative tasks and logistics related to Residence move-in
- design, order, inventory, and coordinate signage and marketing materials for Residence move-in
- assist in the recruitment and coordination of volunteers for Residence move-in
- 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 materials
- attend move-in committee meetings and provide updates
- support the execution of residence move-in 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
- ability to work remotely and on-site when required
- 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 site during Residence move in

Remuneration and Work Hours:

\$14.00 per hour (+4% vacation pay); 35 hours per week from mid-May (start date negotiable) until September 4th 2021, plus 10-20 hours between September 7 and 10.; full time working hours are 8:30 am-4:30 pm Monday-Friday with some flexibility depending on circumstances. Work will include a combination of remote and on-site requirements.

TO APPLY

- **Application should include a current resume and cover letter, emailed to reslife@queensu.ca by Friday, May 7th 2021 at 12pm (noon)**
- Accommodation or accessibility needs:
 - 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.
 - If you become a successful candidate and require ongoing accommodation for a disability, please approach the Residence Life Office to discuss your requirements.