

# Queen's University RESIDENCE PROGRAM

## ASSISTANT JOB DESCRIPTION

2022-2023



### JOB SUMMARY

#### Position Overview

Within Housing and Ancillary Services (Department of Student Affairs), Residence Life 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; and
- **Achieve academic success:** we help students identify and strive to achieve realistic and tangible goals that contribute to their overall academic efforts.

We encourage the personal development of our community members by fostering connection, providing a wide range of educational and academic programming, and holding individuals accountable for violations of the Residence Community Standards.

Reporting to the Residence Program Coordinator in the Residence Life Department, the Residence Program Assistant supports Residence Life student staff by serving as a resource in the Residence Life Resource Room. Responsibilities include researching, designing, creating, promoting and updating programming resources for Residence Life and by providing program support and coaching for the Residence Life student staff.

### KEY RESPONSIBILITIES AND DUTIES

#### **Staff Training & Development:**

- a) Participate in any additional training sessions held during the employment term.
- b) Coordinate Resource Room tours for Residence Life student staff.
- c) Facilitate program training workshops for Residence Life student staff as necessary.
- d) Attend team meetings with fellow Residence Program Assistants & the Residence Program Coordinator.

#### **Resource Room Coordination:**

- a) Assist with operation and inventory of equipment, supplies and resources.
- b) Keep accurate records that reflect when, how, and by whom the Resource Room is being used. Perform administrative tasks such as data entry and filing.

#### **Leadership & Support:**

- a) Run residence-wide large-scale programs with the Residence Program Coordinator, Dons, ResSoc & professional staff.
- b) Develop and post passive programs for Residence Life bulletin boards.
- c) Facilitate program coaching sessions with Residence Life student staff and provide informal coaching as required.

#### **Marketing & Promotion:**

- a) Assist Residence Life with social media promotions by creating and editing social media marketing content.
- b) Update Resource Room and building lobby bulletin boards regularly.
- c) Experience with Microsoft Office, Adobe Photoshop, publishing software, Canva, and printing equipment is preferred.

## **Administrative Duties**

- a) Be familiar with the policies and procedures of Residence Life as outlined in training manuals, and other departmental publications.
- b) Complete verbal and written reports promptly.
- c) Set an exemplary standard of conduct while in residence and/or in the company of other residents at all times
- d) Assist with Residence Program Assistant & Don recruitment and selection. Support in the interview process by participating.
- e) Perform other duties as assigned.

## **ELIGIBILITY - A RESIDENCE PROGRAM ASSISTANT MUST:**

- a) Be a student enrolled in either full-time<sup>1</sup> or part-time 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);
- b) Have no less than one (1) year of post-secondary experience;
- c) Participate in all required training, including being available and able to participate in our full-time training program.
- d) Be legally entitled to work in Canada, or possess a valid student visa;
- e) 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.
- f) Not participate as a **2023** Faculty Orientation Leader, International Orientation Leader or First-Year Not in Residence (FYNIR) Orientation Leader;
- g) Must not be a Residence Don or Residence Society Member;
- h) Other employment or extra-curricular activity must be discussed with the Residence Program Coordinator. Ten hours per week of additional employment or extra-curricular activities is a guideline;
- i) Prior to signing an employment contract for the Residence Program Assistant position, proposed time away for academic practicums, placements, field school, etc. must be discussed with and approved by the Residence Program Coordinator;
- j) Time away from work must be requested and authorized by the Residence Program Coordinator well in advance;
- k) Residence Program Assistant may re-apply for a position in Residence Life in subsequent years and will participate in a hiring process for returning applicants. Previous employment does not guarantee a future position in Residence Life.

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**

- a) The Residence Program Assistant will work approximately 15-20 hours per week in the Resource Room or at Residence Life large-scale programs. Weekly schedules include regular days, evenings and weekends.
- b) Residence Program Assistants are supervised by and report directly to the Residence Program Coordinator.
- c) 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.

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<sup>1</sup> **Definition of full-time student:** A full-time student has a course load of 80% or more of a normal full-time course load. Program of study and year of study will determine the normal full-time load.

## **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**

- a) \$14.35 per hour +4% vacation pay
- b) Wages are current, pending provincial minimum wage adjustments

## **EVALUATION**

- a) The performance of Residence Program Assistants will be regularly evaluated. This evaluation process will include, at a minimum, a Residence Life staff feedback survey and an assessment of performance by the Residence Program Coordinator.
- b) 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.