



Admissions Intern – Casual Student Position

SUMMARY

We are looking for an organized and dynamic student to work with us in Residence Life and Services (RL&S). This position, reporting to the Manager, Residence Admissions, will work closely with the Admissions team to support inquiries from incoming students and their families, support the self-selection and admissions process, and assist with communications to incoming students, their supporters and campus stakeholders. The position requires a high level of skill in customer service, problem-solving, collaboration, communication, and managing multiple priorities.

DUTIES AND RESPONSIBILITIES

- Support the communications strategy to welcome incoming students to residence by drafting and sending emails, responding to messages on LiveChat, and answering phone calls.
- Support administrative tasks and logistics.
- Support the self-selection and admissions processes.
- Liaise with Residence Life and Services staff members and colleagues within Housing and Ancillary Services.
- Provide administrative support to the Admissions Manager and RL&S department.
- Complete other tasks and projects as assigned.

JOB REQUIREMENTS

The incumbent will:

- work independently and on a team.
- work on-site and occasionally remotely.
- possess excellent communications skills.
- possess excellent organizational skills.
- possess excellent interpersonal skills.
- set work priorities to meet deadlines.
- exercise good judgment and sound reasoning.
- be proficient in the use of computers and suitably knowledgeable in software programs such as word, excel as well as understand and be comfortable using databases.
- demonstrate good decision-making and creative problem-solving skills.

REMUNERATION AND WORK HOURS

- \$16.55 per hour (+4% vacation pay); 35 hours per week from May 6th (start date negotiable) until mid-September.



HOUSING AND
ANCILLARY SERVICES
Residence Life and Services

- Full-time working hours are 8:30 am-4:30 pm Monday-Friday.
- Work is on-site, in Victoria Hall on main campus.

TO APPLY

- Application should include a current resume and cover letter, emailed to reslife@queensu.ca by Sunday, May 5 at 11:59pm. Applications will be reviewed on a rolling basis.
- Include the job that you are applying to in the subject line of the email.
- The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Residence Life & Services office at reslife@queensu.ca