



Move-In Assistant – Casual Student Position

SUMMARY

We are looking for an organized and dynamic student for the Residence Move-In Assistant role. This position, reporting to the Assistant Director, Residence Life and Services, 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 2024. 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, collaboration, communication and managing multiple priorities.

DUTIES AND RESPONSIBILITIES

- Support the creation of move-in communication and materials.
- Liaise with Housing and Ancillary staff members and other campus and external partners as necessary.
- 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 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.
- have good oral and written communication skills.
- be available to work on site during Residence move-in.



REMUNERATION AND WORK HOURS

- \$16.55 per hour (+4% vacation pay); 35 hours per week from May 6th (start date negotiable) until mid-September.
- Full-time working hours are 8:30 am-4:30 pm Monday-Friday with some flexibility depending on circumstances.
- 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
- 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.