

Within Housing and Ancillary Services (Division of Student Affairs), Residence Life aims to create a community environment where all students can:

- we help students feel connected at Queen's and provide opportunities for active engagement within campus and Kingston communities;
- we help students identify and strive to achieve realistic and tangible goals, and contribute to their overall academic efforts.

Reporting to the Residence Program Coordinator in Residence Life & Services, the Residence Program Assistant will foster connection amongst Residence community members and provide a wide range of educational and academic programming. The Residence Program Assistant will also support Residence Life student staff as a resource in the Resource Room. Responsibilities include researching, designing, creating, promoting



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\$16.55 per hour +4% vacation pay

Wages are current, pending provincial minimum wage adjustments

The performance of Residence Program Assistants will be regularly evaluated. This evaluation process will include, at a minimum, an assessment of performance by the Residence Program Coordinator.

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.

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.

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.