



Residence Society House President Hiring Package

2024-2025

Last updated: February 6, 2024

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Dear prospective candidate,

Thank you for your interest in working for the Residence Society at Queen's University for the 2024-2025 academic year. The Residence Society (ResSoc) employs up to 17 House Presidents (HPs) each year (one per Queen's residence building). The HP role is a live-in position for upper year students only, meaning that all ResSoc staff will be required to reside in one of the 17 Queen's University residence buildings for the entire duration of their employment. The average expected weekly time commitment for HPs is roughly 5 hours depending on ResSoc's event schedule.

Successful candidates should have strong communication and teamwork skills and display good professionalism. Previous experience in leadership/mentorship and event planning is an asset but not required to apply to be an HP. All applicants should, regardless, demonstrate an openness to learn and adapt on/for the job and an enthusiasm and passion for being a student leader and upholding the goals of the Residence Society, including fostering positive community environments and providing a welcoming and inclusive environment for all students in residence.

Only successful candidates will be contacted for an interview. All communications regarding ResSoc hiring will be made via email by the incoming core executive team (President, Vice President of Society Operations, and Vice President of Residence Operations) who were elected by the current residence student body in January 2024. The current Human Resources Officer may be in contact should extenuating or special circumstances arise. All hiring decisions will be made by the incoming core executive team. All applications will be viewed only by the incoming core executive team.

ResSoc is an equal opportunity employer. We do not discriminate against race, gender, disability, religion, sexual orientation, or any other protected grounds. All hiring will be done in accordance with the ResSoc Human Resources Policy and other governing documents, available at www.ressoc.ca. Please direct any questions or concerns about the hiring process to the Human Resources Officer at humanresources@ressoc.queensu.ca.

The Residence Society is committed to ensuring that all portions of the hiring process are accessible. Requests for accommodation can be made directly to the Human Resources Officer at humanresources@ressoc.queensu.ca, who will ensure that reasonable accommodation is provided for you by the incoming core executive team during the hiring and/or interview process. Only the accommodation need(s) will be disclosed to the incoming core executive team as necessary; the reason(s) for accommodation will be kept confidential. Applicants are not required to disclose any personal details regarding their physical or mental health and no medical documentation is required to submit an accommodation request.

All details pertaining to candidacy, hiring decisions, applications, and any staff documentation will be stored in the AMS secure OneDrive. The Residence Society has strict policies on staff information confidentiality that apply to staff and prospective candidates equally. All documents and application material will be considered sensitive and protected upon receiving it from a candidate.

General Information

- The contract term is from August 13th, 2024 to April 30th, 2025 inclusive.
- House Presidents receive remuneration in the amount of 50% the value of the ResSoc staff standard room fee paid in monthly installments from September 2024 to April 2025 via direct deposit from ResSoc. This salary is non-negotiable.
- House Presidents are supervised by and report to the Vice President of Residence Operations.
- Any staff absences from mandatory events and/or meetings, and/or leaves from work for any period of time must be requested from the Vice President of Residence Operations and Human Resources Officer well in advance and with due cause and/or supporting documentation, barring extenuating circumstances.

General Duties and Responsibilities

In August, House Presidents are required to:

- Complete any required online staff training modules including but not limited to those required for all Queen's University staff for compliance with Ontario's Integrated Accessibility Standards administered through the Queen's University Human Rights and Equity Office;
- Move in on staff move-in day in mid-August and attend all two weeks of Residence Staff Training in August (exact dates TBA) barring extenuating circumstances; and
- Assist with student move-in at the beginning of September (exact date TBA) barring extenuating circumstances.

During the academic year, House Presidents will be responsible for:

- Attending all ResSoc General Assembly meetings (~1.5 hrs triweekly), building team meetings with dons and Residence Life Coordinator (~1 hr weekly), and one-on-one meetings with the Vice President of Residence Operations (~1 hr biweekly unless decided otherwise by the VPRO);
- Sitting on one of ResSoc's internal committees (committee assignments will be made by the executive team);
- Chairing a House Council for their building, made up of floor representatives (first-year student volunteers from the building) which discusses feedback and/or issues students have about their residence experience to be passed along to the relevant parties (e.g. ResSoc executive, General Assembly, Residence Life and Services departments, etc.) and organizes building-wide events for their residents that build community, provide opportunities for skill/professional development, and/or uphold values of belonging, resilience, and academic success in Queen's residence;
- Managing and creating content for their building's ResSoc Instagram account to promote events (building- and residence-wide), provide resources for students, collect feedback and/or ideas from students, and promote general first-year student engagement with ResSoc;
- Acting as a positive role model in the residence community for staff and students;
- Acting as a direct line of support for students in residence, which may entail referring students to other authorities within Queen's Residences or the university at large (e.g. QSAS, Student Wellness Services, etc.); and
- Supporting the goals and activities of the ResSoc as a whole, including residence-wide events and initiatives put on by ResSoc, and general advocacy for the needs of students in residence.

Eligibility Requirements

All applicants must:

- Be an upper-year Queen's University student enrolled in full-time studies for the entire 2024-2025 academic year;
- Be legally entitled to work in Canada or hold valid authorization (e.g. student visa);
- Be willing to reside in the residence building assigned to them by the core executive team (President, Vice President of Society Operations, Vice President of Residence Operations) for both the Fall 2024 and Winter 2025 semesters;
- Have had at least one year of experience in Queen's residence as a student and/or staff;
- Be available to move into residence and attend Residence Staff Training on-campus at Queen's University during the last two weeks of August 2024 (exact staff move-in and training start date TBA) and assist during student move-in at the beginning of September;
- Provide, at their own expense, a Police Vulnerable Sector Check conducted during the 2024 calendar year before staff move-in in mid-August (exact date TBA); and
- Agree to abide by all the Queen's University Residence Staff Contract terms, Residence Community Standards, and ResSoc staff policies.

Instructions for Submitting an Application

To apply to become a House President, please submit your application as **a single PDF document via email** to newexec@ressoc.queensu.ca with humanresources@ressoc.queensu.ca CCed.

- Your email subject line should be in the form "FirstName LastName HP Application" (e.g. "Jay Smith HP Application").
- Your application PDF document should be named in the form "FirstNameLastName_HP_App" (e.g. "JaySmith_HP_App").

Applications will be accepted **until February 21st, 2024 at 11:59PM ET** unless official notice has been given by ResSoc stating otherwise. Applications received after the due date will not be considered.

Application documents should follow the format described below:

Page One: Applicant Information and Acknowledgements

First Name (as it appears in SOLUS):

Last Name (as it appears in SOLUS):

Student Number:

Queen's email:

Phone number:

Faculty:

Year of Study as of Fall 2024:

I acknowledge that I have read the application instructions in full and that non-adherence to the instructions in the application package may result in an application being removed from consideration for hiring. *(Yes/No)*

I acknowledge that I meet all the eligibility requirements as outlined in the application package. *(Yes/No)*

I acknowledge that I understand the availability requirements of the position, including place of residence and timing of staff move-in and training, and that I am willing to make arrangements to be available for staff move-in and training in mid-August. *(Yes/No)*

Note: If you answer “No” to any of the above acknowledgements, please include a detailed description of your reasoning.

Page Two: Cover Letter

Cover letters should follow standard professional formatting and be addressed to “2024-2025 ResSoc Core Executive Team”. Cover letters should address your interest in the role and your relevant skills and/or experiences.

Page Three: Application Questions

*All questions should be answered in paragraph form (i.e. full sentences) and adhere to a strict word limit of **200 words per question**.*

- What is your understanding of the Queen’s Residence Society and its role and mission within Queen’s residences?
- Suppose a student in your building approaches you in November expressing that they are feeling lonely, struggling to make friends, and stressed about their academic performance so far in their first year of university. How would you provide support to this student?
- Describe an idea you have for a potential event you could run in a Queen’s residence building. Assume you have a budget of \$1000 maximum available for your use.
 - o Include a poster/graphic you would use to advertise your event as an image within your application document.

Last Page: Resume

Resumes should be one page maximum.

Thank you for your interest in ResSoc, and we look forward to reviewing your application.

All the best,

ResSoc Incoming Core Executive Team

The Residence Society | Queen’s University

Website: www.ressoc.ca

Email: newexec@ressoc.queensu.ca

Instagram: @queensressoc

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