



Residence Society Officers Hiring Package

2024-2025

Last updated: February 6, 2024

Contents

General Information.....	2
General Duties and Responsibilities.....	2
Position-Specific Duties and Responsibilities.....	3
Chief Financial Officer (CFO):	3
Human Resources Officer (HRO):	3
Programs and Marketing Officer (PMO):	3
Eligibility Requirements	4
Instructions for Submitting an Application	4
Page One: Applicant Information and Acknowledgements	4
Page Two: Cover Letter	5
Page Three: Application Questions	5
Last Page: Resume.....	6



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 three (3) hired officers: Chief Financial Officer, Human Resources Officer, and Programs and Marketing Officer. Interested candidates may apply for one or more positions, but successful applicants may only hold one position during the academic year. All positions are live-in positions 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 officer positions is roughly 10 hours depending on ResSoc's event schedule and/or other major activities (e.g. elections, hiring).

Successful candidates should have strong communication and teamwork skills and display good professionalism. Previous experience with tasks specific to the officer role(s) (e.g. website editing, graphic design, accounting practices and principles, upper management of an organization, etc.) are an asset but are not required to apply for an officer position. 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 for all officer positions is from May 1st, 2024 to April 30th, 2025 inclusive.
- All officer positions receive remuneration in the amount of \$19.60 per hour (self-reported) for any work done between May 1st, 2024 and August 31st, 2024 (excluding attendance at residence staff training activities) and 80% 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.
- All officer positions are supervised by and report to the Vice President of Society 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 Society Operations (and in the case of the CFO and PMO, to the Human Resources Officer) well in advance and with due cause and/or supporting documentation, barring extenuating circumstances.

General Duties and Responsibilities

From May 1st, 2024, to August 31st, 2024, all officers will be required to:

- Preparing staff training materials to be presented to ResSoc staff and/or other residence staff during Residence Staff Training in August;
- Completing 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;
- Moving 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
- Assisting with student move-in at the beginning of September (exact date TBA) barring extenuating circumstances.

During the academic year, all officers 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), full executive meetings (~1 hr weekly unless decided otherwise by the executive team), and one-on-one meetings with the Vice President of Society Operations (~1 hr biweekly unless decided otherwise by the VPSO);
- Sitting on external committee(s) (e.g. Residence Advisory Committee, Food Services Advisory Committee, etc.) as a ResSoc representative;
- Acting as a positive role model in the residence community for staff and students;
- Being 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.);
- Supporting the goals and activities of the ResSoc as a whole, including House Presidents and their events, residence-wide events put on by ResSoc, and general advocacy for the needs of students in residence; and
- Holding regular office hours in the Main and/or West Campus ResSoc office (2 hours weekly) to be available for students and/or staff in residence who are seeking support, looking for answers to questions regarding ResSoc or residence in general, etc.

Position-Specific Duties and Responsibilities

Chief Financial Officer (CFO):

- Overseeing and be generally responsible for all financial operations of ResSoc, including but not limited to budgeting, managing staff payroll and other remuneration/reimbursement needs, handling invoices, dealing with financial institution(s) and other relevant authorities, and managing item acquisition and purchasing needs of the Society.
- Chairing the Finance and Audit Committee.
- Maintaining and upholding ResSoc's Financial Policy and Procedures.
- Managing and keeping account of all ResSoc funds and transactions throughout the work term.

Human Resources Officer (HRO):

- Overseeing any hiring activities of ResSoc during the academic year, such as that of first-year executive interns.
- Overseeing any volunteer positions and activities (excluding floor representatives) during the academic year.
- Collecting and filing administrative documents including but not limited to signed staff contracts, Vulnerable Sector Checks, hiring applications and related notes from the hiring process, and tax forms in accordance with ResSoc's Standard Filing Policy.
- Maintaining and upholding ResSoc's Standard Filing Policy in conjunction with the Vice President of Society Operations.
- Serving as a neutral third-party mediator in cases of staff conflict and/or performance management.
- Overseeing and execute staff appreciation activities in collaboration with the Programs and Marketing Officer (e.g. staff socials).
- Chairing the Hiring and Elections Committee.
- Maintaining and upholding ResSoc's Human Resources Policy.
- Overseeing adherence to and updates of ResSoc's governing documents (e.g. Constitution, Bylaws) in conjunction with the President and/or Vice President of Society Operations.

Programs and Marketing Officer (PMO):

- Organizing and executing a minimum of three (3) residence-wide events per term which are open to participation by all students in residence.
 - o One of these events per term must be of a larger scale (e.g. off-campus trip, semi-formal).
- Assisting House Presidents as necessary with their marketing, graphics creation, and event planning and/or execution.
- Managing and creating content for ResSoc's online presence on platforms including but not limited to Rafr, Instagram, and the ResSoc website.
- Monitoring the online activity of each building's Instagram and Rafr accounts to ensure marketing created by the House Presidents is appropriate and consistent across all levels of ResSoc.
- Maintaining and upholding ResSoc's Interhouse Events Policy in collaboration with the Vice President of Residence Operations.

- Managing ResSoc's resources by maintaining an inventory of equipment and supplies in ResSoc's storage on both Main and West Campuses, and managing use of equipment and supplies by ResSoc staff through sign-out forms.
- Chairing the EDIIA Committee.

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 for one or more of these positions, 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 ApplicationAbbreviation Application" (e.g. "Jay Smith HRO Application", "Jay Smith CFO and PMO Application", "Jay Smith CFO, HRO, and PMO Application").
- Your application PDF document should be named in the form "FirstNameLastName_ApplicationAbbreviation_App" (e.g. "JaySmith_HRO_App", "JaySmith_PMO_CFO_App").

Applications will be accepted **until February 14th, 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

Position(s) you are applying for:

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(s) and your relevant skills and/or experiences. If you are applying for more than one position, please address each of the positions you are applying for in the same cover letter.

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?
- *If you are applying for the position of **Chief Financial Officer**:*
 1. What do you feel are the most important values and principles to uphold while managing the finances of a student government, and how would you approach upholding these values and principles?
 2. How would you handle a situation where a ResSoc staff member is requesting what you feel is an unreasonable and/or excessive purchase for an event?
- *If you are applying for the position of **Human Resources Officer**:*
 1. Describe a situation where you encountered interpersonal conflict, either between yourself and others or as a mediator for others. What was your approach to handling this conflict? What strategies did you use to mediate this conflict and reconcile with all parties involved in the conflict?
 2. How would you promote and ensure a safe, inclusive, and welcoming work environment for all staff in ResSoc?

- *If you are applying for the position of **Programs and Marketing Officer**:*
 1. What are some passive and active strategies you might employ to promote student engagement with ResSoc?
 2. Describe an idea you have for a potential residence-wide activity. Assume you have a budget of \$2000 maximum available for your use.
 - a. 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

Room 106C, Victoria Hall | 613-533-6216

75 Bader Lane | Kingston, ON K7L 2S7

