**Student Position - Residence Office and Conference Services**

**SUMMER EMPLOYMENT – LIVE IN**

**Job Title:** Live-In Summer Program Assistant – Part Time

**Description:** Assist with resident arrivals (July and end of August); and provide transition support and residence life programming for summer residents. Must live on site. On call responsibilities for evening and weekends when residences are occupied (must be able to be on campus within 20 minutes). Assist with Residence and Campus Life Office tasks, as assigned.

**Qualifications:** Excellent interpersonal skills (including cross-cultural competency), communication skills, and organizational skills are required. Attention to safety and security measures, and the ability to work independently are required. Excellent customer relations, multi-tasking and problem-solving abilities are essential to this position. Residence experience and inter-cultural experience is preferred.

Applicants may be current or former King’s students.

**Type of Job:** Part time contract – equivalent of 15-20 hours per week.

**Start Date:** Thursday, July 4, 2019

**Ending Date:** Friday, August 30, 2019

**Work Hours:** As determined by summer program schedule (on site and on call). Evening and weekend work availability is required.

**Stipend:** $2000

**Interested Persons May Apply To:** Doreen Vautour, Associate Dean of Students
dvautour@uwo.ca

Please provide a cover letter, current resume, and name and contact information of 2 references.

**Application Deadline:** April 8, 2019