

## NEW ALEXANDRA HALL DESK STAFF

Returning Desk Staff should contact [monica.farrell@ukings.ca](mailto:monica.farrell@ukings.ca) for the appropriate application

Last Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address (Halifax): \_\_\_\_\_

Email: \_\_\_\_\_ (This will be our primary means of communication)

Phone (Halifax): \_\_\_\_\_

Please list any special qualifications or skills that you believe will be an asset to your role at front desk.

\_\_\_\_\_  
\_\_\_\_\_

I am willing to:

- work weeknight shifts
- work weekend shifts
- work night shifts (until 2:00am)

I will be available for in-person desk training (dates to be announced/expected date Thursday September 1)  
Please note that attendance is mandatory at all training-----Yes No

I will accept “shadow shifts” in September -----Yes No

I will be living in residence at King’s for the 2022-2023 school year-----Yes No

Desk Staff Wages (subject to budget approval)

- Student staff are entitled to minimum wage of \$13.35 + \$0.50 per hour (+ an additional \$0.50 per hour for each additional year worked in that position)
- Student staff is entitled to work a maximum of 15 hours per week (no guarantee of specific # of hours)

I am submitting a complete application, which includes:

- A completed **APPLICATION** form
- A **COVER LETTER**
- A complete **RESUME**

Please have references available on request.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

*Applicants must be returning King’s students*

**Applications are due to [monica.farrell@ukings.ca](mailto:monica.farrell@ukings.ca) by April 15, 2022**