

# residence life

## new staff hiring guide



## why join our fabulous team?

Working on Residence Life Staff (RLS) can provide you with a wealth of opportunities to learn and grow outside of the classroom. Many of our past staff have gone on to become doctors, teachers, and leaders within their community. Working as a student leader provides you with a myriad of opportunity to enhance your leadership, communication, team work and conflict resolution skills.

All of our RLS attend an exciting 10-day training program designed to fully prepare you for your role. In addition, you meet regularly with your manager and the rest of your team and work together to ensure you students get a great residence experience.

On top of that, you are guaranteed a single room in residence and receive an RLS room rate on your residence room! Not to mention the on-going training, recognition on your co-curricular transcript, and bi-weekly pay.

Residence Life offers a variety of different positions available for new staff and returning staff. For more information on our specific positions, please see Our Positions below, or speak to a member of our Residence Life Staff.



# the fine print

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In order to be eligible for a position on Residence Life Staff, applicants must meet the following requirements:

## **Full-time Student**

All RLS must be a full-time undergraduate or graduate student at the University of Guelph.

## **Grade Average**

Several RLS positions require a minimum grade average. If you are applying for a Residence Assistant, Duty Staff, Community Life Facilitator, Seminar Facilitator, or Community Standards Assistant, you must hold a minimum cumulative and semester average of 65%. If you are applying for a Cluster Leader or Programme Facilitator, you must hold a minimum cumulative and semester average of 70%.

## **First Aid and CPR**

All RLS must obtain Emergency CPR C and First Aid that remains up to date for the duration of their contact period.

## **Conduct History**

All RLS must be in good judicial standing on campus.

## **Residence Deposit**

All RLS who are required to live in residence must submit their \$500 residence deposit by the established deadline. RLS are required to pay the full residence and meal plan fees (if required) for the building in which they are assigned. Please note that there is a cost differential between buildings.

## **Criminal Reference Check and/or Vulnerability Check**

Staff required to have a criminal reference check will be notified after they have been offered a position.

**“I feel in love with my job on the Residence Life Staff team during training. This passion that I have for Residence Life grows everyday and I am excited to watch it continue to strengthen and spread infectiously in the future. The relationships that I have built with both students and staff members inspire me to take risks and challenge myself”. -SP**





## so many opportunities!

Please ensure you read the job descriptions for the positions you are interested in applying for. Full job descriptions can be found on our website.

Positions	Short Description – please read job description for a full outline of responsibilities	Remuneration (2013/2014) Current amounts under review	Approx. # Positions	Deadline to Apply
<b>Residence Assistant (RA)</b>	Aids in the transition of first and upper year students to residence. Required to live in residence.	\$3257.96/semester plus RLS room rate	~ 94	Jan. 23 <sup>rd</sup> , 2017
<b>Duty Staff (DS)</b>	Supports the RLS on-call system in South Residence. Not required to live in residence.	Starts at \$11.00/hour	~ 20	Jan. 23 <sup>rd</sup> , 2017
<b>Cluster Leader (CL)</b>	Provides academic programming to first year students in residence. Required to live in residence.	\$2197/semester plus RLS room rate	~ 18	Jan. 23 <sup>rd</sup> , 2017
<b>Programme Facilitator (PF)</b>	Provides themed programming to first year students in our Living-Learning Communities. Required to live in residence.	\$3888.5/semester plus RLS room rate	~ 7	Jan. 23 <sup>rd</sup> , 2017
<b>Seminar Facilitator</b>	Facilitates educational seminars. Not required to live in residence.	Starts at \$13.91/hour	~ 2	TBA

# come see us!

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We want to meet you! Consider attending one of our information sessions offered throughout campus. These information sessions will review our application and interview process, how to prepare for the day, what to expect, and will also be a chance to ask any questions you may have.

Our information sessions will be occurring on:

- North - L/A FPL - December 1st 2016 at 7:00 pm
- South - Eccles - January 12th 2016 at 5:30 pm
- East - Town Hall - January 19th 2016 at 10:00 pm

All information sessions are open to all applicants. A member of our Residence Life Staff will meet anyone who does not live in the buildings where these sessions are offered at the main entrance 10 minutes before the session begins to escort you into the building.

## i want in! how to apply

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Our application can be found on our student housing hiring website. The application will ask for your response to several questions and if you are applying for a Duty Staff position you will also be asked to upload a current resume (PDF preferred). A cover letter is not required.

Your responses to these questions are part of the overall interview process and responses can be up to 150 words.

The questions you will be asked to respond to are:

Please share with us why you are interested in working with Residence Life?

What skills and experiences do you have that are relevant for the positions you are applying for?

You will be asked to rank the positions you are interested in applying for. You will be considered for the position that you are both qualified for, and most interested in.

Applications are due **January 23<sup>rd</sup>, 2017**.

# what to expect for the interview

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Once all applications are received, all individuals applying for Residence Assistant (RA) and Programme Facilitator (PF) positions will be reviewed and successful applicants will be invited to join us for our interview process, which we call Carousel.

Carousel is approximately 1.5 hours in length and comprised of group and individual activities, including an interview, to help gauge your readiness to take on the RA or PF role. Applicants will receive an e-mail after the application deadline indicating which Carousel time you have been assigned. If you have an academic conflict with your assigned time, we encourage you to respond to the e-mail and let us know.

Applicants who apply for a Cluster Leader (CL) position will participate in a separate Academic Interview Process, similar to Carousel. You will receive an e-mail with a list of available interview times from which to choose.

Both the Carousel process and Academic Interview Process will take place in the evening of **Friday, February 3<sup>rd</sup>** and **all day Saturday, February 4<sup>th</sup>**.

Current and past residence students will have their conduct history as well as grades, taken into consideration prior to being invited to participate in the interview process.

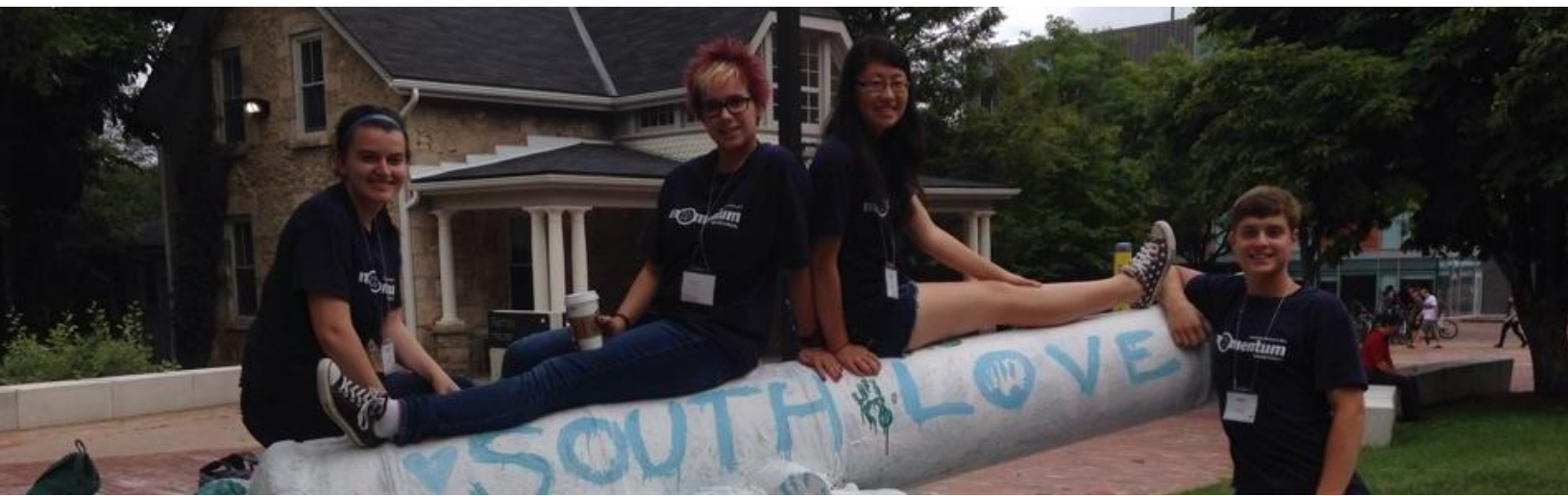
**If you are applying to be on Duty Staff (DS), Community Standards Assistant (CSA), or Seminar Facilitator (SF) role** you may be contacted in late January or early February about with an update on the interview process.

For more information on the interview process, please be sure to attend an information session!

## references

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You will be asked to bring two references when you attend your interview process. If you are currently, or ever have, lived in residence, it is strongly recommended that one of your references comprise of a current or past Residence Life Staff member.



## now what?

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So, you applied to be on RLS, you attended Carousel....now what? We aim to have a majority of offers out on **February 24<sup>th</sup>, 2017**.

## your privacy is important to us

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Personal data collected during the application and interview process is solely for the purpose of applying for a Residence Life Staff position for the Fall 2017 and/or Winter 2018 semesters and will be destroyed in accordance with the Student Housing Services Privacy Policy. If you have any questions about the use of this information, please contact Residence Life at [reslife@uoguelph.ca](mailto:reslife@uoguelph.ca)

## accommodation

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In the event that you are granted an interview and require accommodation of any kind, please contact the Manager, Occupational Health and Wellness at 519-824-4120 ext. 52133.

## questions?...we have answers!

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If you have any questions, please feel free to contact us at [reslife@uoguelph.ca](mailto:reslife@uoguelph.ca) or 519-824-4120 ext. 52351. We also encourage you to speak to any current member of our Residence Life Staff or your Residence Life Residence Manager/Assistant Residence Life Manager.

# frequently asked questions

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## **Do I have to attend an information sessions?**

No, our information sessions are not mandatory. However, we **strongly recommend** that you do attend as they will provide you an opportunity to learn more about our positions, the interview process, and ask any questions you might have.

## **Why am I being asked to rank my preferred positions?**

You will only be offered one position on Residence Life Staff, even if you apply for multiple. If you have applied to and qualify for multiple positions, you will be offered the position for which you indicate highest interest.

## **I would like to apply to be on RLS however am unable to attend Carousel due to Co-op and/or Exchange.**

If you are not available for the interview process due to your participation in co-op or exchange opportunities, please e-mail [reslife@uoguelph.ca](mailto:reslife@uoguelph.ca) to coordinate a separate interview process.

## **I was hired for the Winter 2017 semester, do I apply as a new or returning staff?**

If you have been recently hired for the Winter 2017 semester and are interested in holding a role on Residence Life Staff for Fall 2017 and Winter 2018, we ask that you apply as a Returning Staff. You will be required to complete an interview as part of the hiring process and will be contacted to schedule one after applications close. If you have any questions, please connect with your current manager.

## **Can I request to live, or work, in a specific building?**

While we try to take specific needs into consideration, our primary goal is to create strong and well-balanced staff teams. All of our residence buildings provide the opportunity to engage with students and enhance their residence experience. If you require accommodation, you will be asked to indicate this to us after an employment offer has been made.

## **I have applied for both a Cluster Leader (CL) and Residence Assistant (RA) position, do I need to attend both the Carousel and Academic Interview Process?**

Yes, because both positions do require a different skill set to be successful we ask that applicants interested in applying to both positions attend one Carousel process and one Academic Interview Process.