

# residence life

## returning staff hiring guide



Updated: November 23, 2016

## why continue on our fabulous team?

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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 (for applicable positions) 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
Residence Assistant (RA)	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	Dec. 19 <sup>th</sup> , 2016
Duty Staff (DS)	Supports the RLS on-call system in South Residence. Not required to live in residence.	Starts at \$11.00/hour	~ 20	Dec. 19 <sup>th</sup> , 2016
Cluster Leader (CL)	Provides academic programming to first year students in residence. Required to live in residence.	\$2197/semester plus RLS room rate	~ 18	Dec. 19 <sup>th</sup> , 2016
Programme Facilitator (PF)	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	Dec. 19 <sup>th</sup> , 2016
Community Life Facilitator	Aids in the transition of upper year and mature students in residence. Required to live in Family Housing or West Residence.	\$2102.21/semester plus RLS room rate	~ 4	Open soon
Community Standards Assistant	Provides administrative support to the Community Standards Officer in the management of the Residence Community Living Standards (RCLS). Not required to live in residence.	Starts at \$13.33/hour	~ 2	Dec. 19 <sup>th</sup> , 2016
Seminar Facilitator	Facilitates educational seminars. Not required to live in residence.	\$13.91-\$16.11/hour	~ 2	Dec. 19 <sup>th</sup> , 2016
Senior Residence Assistant (Sr.RA)	Aids in the transition of first and upper year students to residence. Provides additional support and coaching to RA's. Required to live in residence.	\$3720.88/semester plus RLS room rate	~ 10	Dec. 19 <sup>th</sup> , 2016
Community Assistant (CA)	Aids in the transition of first and upper year students to residence. Provides additional support and coaching to their RA team. Required to live in residence.	\$3720.80/semester plus RLS room rate	~ 5	Dec. 19 <sup>th</sup> , 2016
Programming Office Staff (POS)	Provides programming support to all RLS. Not required to live in residence.	\$2102/semester	~ 4	Dec. 19 <sup>th</sup> , 2016
Duty Staff – Lead Hand (DS-LH)	Supports the RLS on-call system in South Residence. Provides additional support and coaching to the Duty Staff team.	Starts at \$12.68/hour	1	Dec. 19 <sup>th</sup> , 2016

	Not required to live in residence.			
Office Academic Programmers	Provides academic programming support to all RLS. Not required to live in residence.	\$2197/semester	~ 3	Dec. 19 <sup>th</sup> , 2016
Academic Drop-In Centre Programmers	Provides academic programming to students in residence. Oversees the Academic Drop-In Centres. Not required to live in residence.	\$2197/semester	~ 3	Dec. 19 <sup>th</sup> , 2016
Senior Academic Leader	Acts as a resource for Cluster Leaders, Academic Programmers, and other RLS in academic programming initiatives. Not required to live in residence.	\$4202/semester	~ 2	Dec. 19 <sup>th</sup> , 2016
Community Assistant- LLC	Acts as a resource for Programme Facilitators. Not required to live in residence.	\$4202/semester	1	Dec. 19 <sup>th</sup> , 2016

## Interested in a new position?

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Interested in a position, but not sure what it entails? Ask one of your senior staff members! You can also connect with your (A)RLM or a senior member from another team!

Before applying to any new position, make sure you have a conversation with your (A)RLM to ensure that you are right for the role. We have several different roles on campus that require different strengths and abilities, make sure you find the right one to apply for!

## i want in! how to apply

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Our application can be found on our residence life job opportunities website. The application is a statement of interest to return to Residence Life Staff. In January all returning applicants, regardless of the position for which you applied, will be asked to submit answers to specific questions as part of your application to return.

If you have applied to roles other than the current one you are in, you will also be contacted to arrange an additional interview in January.

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 interested in.

Applications are due **December 19<sup>th</sup>, 2016**.

## what to expect for the interview

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All staff wishing to return to Residence Life Staff are required to complete the returner application found online. It is important that you have discussed your intent to return to RLS with your Manager prior to applying.

Your manager will then be asked to complete a manager reference form, evaluating you on your overall performance this year. In completing this form, your manager will be taking in to consideration your student feedback, coaching conversations you have had, and your own self-reflections.

You manager's reference form, in addition to your response to the interview questions, will be used to determine your suitability to return to your position.

If you are applying for a position that is different than the one you currently have (for example, RA to Sr. RA, RA to DS, PF to Sr. PF, etc ), you will also be asked to complete an interview. Interview dates will depend on the positions for which you are applying:

**Sr. ALC, Sr. PF, PF, AP – Early January 2017**

**Sr. RA, CA, POS – January 17<sup>th</sup> and 18<sup>th</sup>, 2017**

You may be required to complete more than one interview depending on the number of positions you are being considered for.

Preference will be given to Sr. RA, CA, Sr. PF, Sr. AL and Duty Staff Lead Hand applicants who are available for both the fall and winter semesters.

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

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## now what?

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So, you applied to return to RLS, you completed your interview...now what? We aim to have a majority of offers out on **January 27<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 Manager.

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# frequently asked questions

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## **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.

## **Why do I need to reapply for a role I already have?**

All RLS are hired on an 8-12 month contract (depending on the role). We strive to hire staff who are going to create the best student experience for all of our residence students. As such, we expect all of our staff to perform to the best of their abilities. If job expectations have not been met, despite coaching from your manager, it may influence your ability to return to your role.

## **I would like to return to RLS in a different position however am unable to attend interviews during the scheduled time 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 then be asked to follow up with your manager to discuss your performance and future positions on RLS. 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.

## **Do returning RLS members receive a pay increase?**

Yes, all staff returning to the same position receive an increase in wage. This increase is dependent upon the number of years on staff in the same position. On average, if you are returning to the same role you can expect an increase of \$50 per month for each year in that role. If you are on Duty Staff, are a Seminar Facilitator, or Community Standards Officer, your pay increase is reflected in your hourly wage and will vary between \$0.50/hour to \$1.00/hour depending on your position. Please refer to the job description for approximate amounts.