Residence Life Team (RLT) Application Information & Timeline

Information Sessions: Attend One of the Following: Monday January 9 (5:00pm-7:00pm), OR Wednesday January 18 (5:00pm-7:00pm)
At these sessions applicants will learn more about the RLT positions and the hiring process; to talk to current members of the RLT. LOCATION: Res Centre

Applications Due: Wednesday, January 25th at 12:00pm
All candidates applying for a position with the RLT are required to complete an application and submit as outlined on the application by the above deadline. If you're mailing in your application, please ensure it's received in the office by this deadline. Late applications will not be considered. Returning RLT Staff Members- please contact Joanne Huynh <joanne.huynh@utoronto.ca> for the Returner Application.

Group Interview: Sunday January 29th from 10:00am-6:00pm (TBC)
Successful applicants, based on their application, will be invited to attend the Group Interview. This is a mandatory part of the process for all new applicants. You will randomly be placed in a small group, and rotate through several stations where various skills will be assessed. The Group Interview will take approximately 4 hours. Selected Applicants will be contacted by email no later than January 27th with further details about time and location. To be considered, Applicants must attend this Interview. We recommend that all Applicants keep this day free.

Group Interview Prep Session: Wednesday January 25 from 5:00pm-7:00pm This will only be open to Applicants who are invited to attend the Group Interview. Location: MW130

Group Interview Results: Monday, January 30th
We will contact all Applicants by end of day Monday February 1st by phone or email. If Applicants are selected to move forward, Applicants will sign up for a personal interview.

Personal Interviews: Wednesday February 1st —Tuesday February 28th
Applicants moving on, as well as any returning staff members, will meet individually with 3 full-time staff members from the Department of Student Housing & Residence Life for a 30-45 minute interview. During the interview, more in-depth questions will be asked to assess the applicants’ suitability for a role within the RLT. If you have applied for both the summer and fall-winter periods, you will be interviewed only once.

Final Hiring Results: Wednesday March 1st
Applicants will be notified when a Letter regarding the outcome of your application will be ready for pick up from the Residence Office. If Applicants applied for both the summer and fall-winter periods, Applicants will receive a decision for indicating both time periods.

If you have any further questions please contact Joanne Huynh, Residence Life Assistant, at joanne.huynh@utoronto.ca, or by calling 416 287 5605
Summer Residence Life Team Positions and Descriptions

All Summer Positions will live in a unit in Foley Hall Residence. All members will be on-call on a rotational basis in the evenings after 5pm, on weekends, and holidays. The Residence Life Team will be expected to start their training as early as March 2017, and are expected to begin their position immediately following Winter Exams (training will begin on April 24, 2017). The contract will go until the day following summer final exams. Summer RLT members will be provided with a Single Room in Residence as a Taxable Benefit (will not be charged residence fees for their room in residence & will receive a T4A tax slip).

**Summer Residence Advisors (RA) – 6 positions available**
Summer RAs are responsible for community building and programming for approximately 30—60 students. The RA has many responsibilities and duties that are essential to developing a cohesive and safe residence community. An RA is required to have a flexible schedule that allows them to; be available to residents for drop-in discussions, monitor the activity in their hall or floor, program events and advise residence students in a manner that will help them along their personal development.

Fall-Winter Residence Life Team Positions and Descriptions

All positions are expected to start their position as early as August 10, 2017 and the contract will go until the day after the final day of exams in the Winter 2018 session. These positions are 8-month positions. There are 19 positions available in total. All positions will be provided with a Single Room in Residence as a Taxable Benefit (will not be charged residence fees for their room in residence & will receive a T4A tax slip).

**FW Residence Advisors (RA): 17 positions available**
RAs are responsible for community building and programming for approximately 25—60 students. The RA has many responsibilities and duties that are essential to developing a cohesive and safe residence community. An RA is required to have a flexible schedule that allows them to; be available to residents for drop-in discussions, monitor the activity in their hall or floor, program events and advise residence students in a manner that will help them along their personal development. RAs will live in Joan Foley Hall, South Residences or North Residences.

**FW Residence Engagement Coordinator (REC): 2 positions available**
RECs will live in Joan Foley Hall, South Residences or North Residences. The REC will coordinate the Residence Cup, and facilitate and run the Residence Group. The REC will cultivate student initiatives and involvement, and oversee various residence committees. The REC will assist with the residence curriculum and residence-wide programming.