

Summer 2019 & Fall-Winter 2019-2020 Residence Life Team (RLT) Application Information & Timeline

Information Sessions: At these sessions applicants will learn more about the RLT positions and the hiring process as well as hear from currently RLT members about the role(s). **LOCATION: Residence Centre. Applicants **MUST** Attend One of the Following Information Sessions:**

- RLT Hiring Info Session #1 (Friday, November 30th, 3:00pm)
- RLT Hiring Info Session #2 (Tuesday, December 4th, 3:00pm)
- RLT Hiring Info Session #3 (Wednesday, January 9th, 5:00pm)

Applications Available: Friday, November 30th

Applications will be made available online and in-person at the Student Housing & Residence Life front desk.

Applications Due: Sunday, January 13th, at 11:59:00pm

All candidates applying for a position with the RLT, whether new or returning, 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.

Group Carousel Interview: Saturday Feb 2nd & Sunday Feb 3rd

Successful applicants, based on their application, will be invited to attend the Group Carousel Interview. This is a mandatory part of the process for all new applicants. Applicants will randomly be placed in a small group, and rotate through several stations where various competencies will be assessed. There will be two Group Carousel Interviews scheduled per day with each lasting approximately 3 hours. The first will begin at 10:00am and the second will begin at 2:00pm. There will be a short individual interview as part of the carousel process. Selected applicants will be contacted by email no later than January 25th with further details about time and location for this Group Carousel process. To be considered, applicants must attend this Interview. We recommend that all applicants keep these days free. *If you have applied for both the summer and fall-winter periods, you will only participate in one Group Carousel Interview.*

Returning Staff Interviews: Tuesday February 5th — Tuesday February 12th

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: No later than February 22nd

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 related to both time periods.

If you have any further questions please contact Eric Kular, Residence Life Coordinator, at eric.kular@utoronto.ca, or by calling 416 287 7096

Summer Residence Life Team Positions and Descriptions

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 2019 (one day introduction session), and are expected to begin their position immediately following Winter Exams. 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):

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 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 2019 (one day introduction session). All positions are expected to start their position as early as August 16, 2019 and the contract will go until the day after the final day of exams in the Winter 2020 session. These positions are 8-month positions. 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):

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 Facilitator (REF):

REFs will live in Joan Foley Hall, South Residences or North Residences. The REF will coordinate the Residence Cup, and facilitate and run the Residence Group. The REF will cultivate student initiatives and involvement, and oversee various residence committees. The REF will assist with the residence curriculum and residence-wide programming.