

Residence Life Staff Application: 2019-2020

Application Deadline: Friday, January 25, 2019 at 9:00am

Application Submission: Electronically to residence@wdw.utoronto.ca with subject: *Residence Life Staff Application*
Please ensure your application includes all required documents in one PDF file. Please name the file using your first and last name (ex: Taylor_Smith)

Important Dates: Group Interview (*if applicable*): Saturday, February 2, 2019
Second Round Interview: scheduled throughout Feb 11 - Mar 8, 2019
Offers of Employment – March 15, 2018

Please consider attending our hiring info sessions:

University of Toronto Residence Life Staff Hiring:
Monday, January 14, 2019 from 1:00pm-3:00pm
at Multi-Faith Centre: Main Activity Hall (3rd Floor)
569 Spadina Ave, Toronto, ON M5S 2J7

Woodsworth College Residence Life Staff Hiring:
Wednesday, January 16, 2019 from 12:30pm-1:30pm
Wednesday, January 16, 2019 from 6:30pm-7:30pm
at Woodsworth College Residence: Water's Lounge
321 Bloor St. West, Toronto, ON M5S 1S5

Questions: Contact our office: residence@wdw.utoronto.ca

Application checklist:

- Completed Application Form
- Reflection question responses (two-page maximum)
- Current resume (two-page maximum)

Minimum Requirements

Please review the job descriptions for each role before submitting your application to make sure you have a strong understanding of what the job entails.

Minimum requirements of **Residence Don** applicants include:

- Being a registered, full-time student at the University of Toronto St. George for the 2019-2020 academic year;
- Having completed a minimum of 2 years of post-secondary education;
- Having a minimum cGPA of 2.3 at the time of application;
- Being able to fulfill the role for the entire academic year;
- Being able to attend the mandatory two-week training program in its entirety during the 2-3 weeks prior to Labour Day.

Minimum Requirements of **Lead Residence Don** applicants include:

- All previously stated requirements for Residence Dons; and
- At least one year of experience as a Residence Don/Residence Advisor at the University of Toronto or another institution.

Due to the time-intensive nature of being a Lead/Residence Don, it is an expectation that after their own academics, students will consider their Don duties to be their top priority. The responsibilities of being a Don must take precedence over all extra-curricular activities. Specifically, (but not limited to) the Dons are NOT permitted to accept other employment, participate on a varsity athletic team, or agree to any other activity requiring a significant time commitment, without obtaining the prior written approval of the Assistant Dean, Residence Life (ADRL). Candidates in intensive professional programs, or in programs which have conflicts with training dates, may not be considered for the Don role. Woodsworth College reserves the right to offer positions conditional on a candidate reducing other co-curricular and/or employment commitments, or to revoke offers as per the minimum requirements.

Minimum requirements for **Front Desk Porter** applicants includes:

- Being a registered, full-time student at the University of Toronto St. George for the 2019-2020 academic year;
- Having completed a minimum of 1 year of post-secondary education;
- Being able to fulfill the role for the entire academic year;
- Being able to attend the mandatory training prior to the role beginning.

The Hiring Process

The hiring process consists of an initial screening, group interview, and individual interview. Unfortunately, due to the volume of applications, not all applicants will be granted an interview. The residence will be in touch with all applicants regarding the status of their applications.

Submission of Application Form

Please ensure that the attached application form is completed and submitted before 9:00am EST on Friday, January 25, 2019. Applications should be submitted via email to residence@wdw.utoronto.ca with the subject *Residence Life Staff Application*. Your complete application package should be in a single PDF file labelled with your first name and last name (ex: Taylor_Smith).

The Group Interview

The group interview will last approximately 2-3 hours. This stage of the interview process will consist of a series of activities including scenarios and role-playing that will allow candidates to demonstrate relevant skills and experiences. The group interview team will be made up of members of the residence life staff. Successful applicants will be invited to a second interview with the hiring committee. Group interviews will be scheduled to occur on Saturday, February 2nd. We ask all applicants to reserve that day so that they are able to attend if they are selected for a group interview.

The Second Interview

The second interview will last approximately 30 minutes. The hiring committee typically consists of the Dean of Students, the ADRL, and another full-time residence life staff member or one of our Residence Dons.

Final Selection

After the interviews have been completed, the hiring committee will review all materials gathered throughout the hiring process. Offers for positions will be extended beginning March 15, 2018.

All residences at the University of Toronto have committed to a Common Offer Date and a Common Response Date. Offers from each division will be released on March 15, 2018 with a response date of March 25, 2018. This is in fairness to candidates who may be applying to multiple divisions.

If you wish to receive feedback on your application – whether you were successful or not, please contact the Residence Office. Without revealing confidential information, the hiring committee will share feedback about your interview and/or application.

Application Form

Applicant Information:

Position(s) applied for:

- Residence Don
- Lead Don
- Front Desk Porter
- Lead Porter

Full Legal Name: _____

Preferred Name: _____

Preferred Pronouns: _____

Student Number: _____

Current Contact Information:

- I am reachable at the following contact information until August 20, 2019.

Street Address: _____ Apt. _____

City: _____ Prov. _____

Postal Code: _____

Primary Phone: _____

Email Address: _____

Academic Information:

- I am currently enrolled at the University of Toronto.
- I am applying for enrollment at the University of Toronto.

Current Program 2018-19: _____ Year of Study: _____

U of T College / Faculty: _____

Intended Program 2019-20: _____

Current cGPA: _____

By signing below, I agree to allow Woodsworth College Residence to verify my academic standing. I also acknowledge that any information obtained through this application process will not be released to applicants and the information will be considered confidential.

Signature: _____

Date: _____

Reference Form

As part of your application we require that you provide us with **at least two** references. Your references should be able to speak to your work ethic, professionalism, and general qualifications for the position. By completing this form, you are giving us permission to contact these references should we decide to proceed with your application.

Reference 1

Name: _____
Title: _____
Relationship to Applicant: _____
Length of Relationship: _____
Phone No: _____
Email: _____

Reference 2

Name: _____
Title: _____
Relationship to Applicant: _____
Length of Relationship: _____
Phone No: _____
Email: _____

Reference 3 (optional)

Name: _____
Title: _____
Relationship to Applicant: _____
Length of Relationship: _____
Phone No: _____
Email: _____

Reflection Questions

In place of a cover letter, we ask that you answer the following reflection questions to help us understand why you are interested in being a part of the Residence Life Staff Team. These answers should be no more than 2 pages or 1000 words in total for all questions.

1. Why are you interested in being a part of the Residence Life Staff Team at Woodsworth College?
2. What unique lived experience, passions, interests, and/or hobbies would assist you in succeeding as a part of the Residence Life Staff Team?
3. The Woodsworth College Residence is committed to values of access and equity. Based on your lived experience and understanding, what does it mean to have an accessible and equitable community?