

Residence Life Staff Application: 2020-2021

Application Deadline: **Friday, January 24, 2020 by 9:00am**
Late applications will not be considered

Application Submission: Electronically submit to residence@wdw.utoronto.ca with subject:
Residence Life Staff Application

Please ensure your application includes all required documents (see below) in **one PDF file**. Please name the file using your first name (legal) and last name (ex: Taylor_Smith). Applications that do not follow this format will not be accepted.

Required documents checklist submitted in a **single PDF file**:

- Completed Application Form
- Reflection Question Responses (two-page maximum)
- Resume (two-page maximum)

Important Dates: Group Interview: Saturday, February 1, 2020
Second Round Interviews: scheduled throughout February
Common Offer Date: After March 1, 2020
Common Response Date: March 16, 2020

Please consider attending our hiring info sessions for more information about the roles, the residence, and our team:

- Friday, December 6, 2019, 1pm to 2pm
- Wednesday, January 15, 2020, 7pm to 8pm
- Thursday, January 16, 2020, 5:30pm to 6:30pm

All information sessions will be held in the Water's Lounge at Woodsworth College Residence.

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

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 upcoming 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 a post-secondary institution.

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

- Being a registered, full-time student at the University of Toronto St. George for the upcoming 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.

Due to the time-intensive nature of being a Residence Don it is an expectation that, after their 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. 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.

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 24, 2020. Due to the high volume of applications received, late applications will not be considered.

Applications must 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). Microsoft Word files or otherwise will not be accepted.

The Group Interview

The group interview will last approximately 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 1st**. 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 Assistant Dean, Residence Life (ADRL), the Dean of Students or another full-time staff member, and/or a current residence life staff member.

Final Selection

After the interviews have been completed, the hiring committee will review all materials gathered throughout the hiring process.

All residences at the University of Toronto have committed to a common offer period and a Common Response Date. Offers from each division will be released starting March 1, 2020 with a response date of March 16, 2020. This is in fairness to candidates who may be applying to multiple divisions.

If you wish to receive feedback on your application after the hiring has concluded, please contact the Residence Office. Without revealing confidential information, the hiring committee will share feedback about your application and/or interview.



Application Form

You can fill this out electronically, or by hand, as long as it is submitted as a **PDF** in your final submission.

Position(s) applying for (please indicate by filling in the box, or circling):

- Residence Don
- Lead Don
- Front Desk Porter

Applicant Information:

Full Legal Name: _____

Preferred Name: _____

Preferred Pronouns: _____

Student Number: _____

Current Contact Information:

Street Address: _____ Apt. _____

City: _____ Prov. _____

Postal Code: _____ Primary Phone: _____

Email Address: _____

Are you reachable at this contact information until August 20, 2020? (please circle) Yes No

Academic Information:

Are you currently enrolled at the University of Toronto? (please circle) Yes No

Are you applying for enrollment at the University of Toronto? (please circle) Yes No

Current Program: _____ Year of Study: _____

U of T College or Faculty: _____

Intended Program 2020-21: _____

Current cGPA: _____

By signing below, I agree to allow Woodsworth College Residence to verify my academic standing. I 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/Organization: _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____

Reference 2

Name: _____

Title/Organization: _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____

Reference 3 (optional)

Name: _____

Title/Organization: _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____



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. Please ensure you submit your responses as a part of the **single PDF file** submission.

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?