Summer 2021 & Fall-Winter 2021-2022
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 current RLT members about the role(s). **LOCATION:** Zoom. Applicants MUST Attend One of the Following Information Sessions:

- **RLT Hiring Info Session #1** (Tuesday, January 5\(^{th}\), 2021, 5:00 PM)
  - [https://utoronto.zoom.us/j/89221844697](https://utoronto.zoom.us/j/89221844697)
  - Meeting ID: 892 2184 4697
  - Passcode: 588921

- **RLT Hiring Info Session #2** (Friday, January 15\(^{th}\), 2021, 3:00 PM)
  - [https://utoronto.zoom.us/j/83767304654](https://utoronto.zoom.us/j/83767304654)
  - Meeting ID: 837 6730 4654
  - Passcode: 018316

- **RLT Hiring Info Session #3** (Friday, January 22\(^{nd}\), 2021, 3:00 PM)
  - [https://utoronto.zoom.us/j/81084697724](https://utoronto.zoom.us/j/81084697724)
  - Meeting ID: 810 8469 7724
  - Passcode: 638208

- **RLT Hiring Info Session #4** (Wednesday, January 27\(^{th}\), 2021, 5:00 PM)
  - [https://utoronto.zoom.us/j/81219530276](https://utoronto.zoom.us/j/81219530276)
  - Meeting ID: 812 1953 0276
  - Passcode: 230467

**Applications Due:** January 31\(^{st}\), 2021, at 11:59:00 PM
Job ID: 172484
All candidates applying for a position with the RLT, whether new or returning, are required to complete an application and submit via CLNx as outlined on the application by the above deadline. Applications are available on the Student Housing & Residence Life website. Late applications will not be considered.

**Group Carousel Interview:** Saturday, February 13\(^{th}\) & Sunday, February 14\(^{th}\), 2021 (Exact date to be confirmed)
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 with each lasting approximately 3 hours. The first will begin at 10:00am and the second will begin at 2:00pm. We recommend that all applicants keep both these days free, and you will be notified once the date is confirmed. *If you have applied for both the summer and fall-winter periods, you will only participate in One Group Carousel Interview.*

**Individual Interviews:** February 22nd, 2021 to February 26th, 2021
There will be a short individual interview scheduled based on your academic timetable via Zoom during the period of February 22nd, 2021 to February 26th, 2021. Selected applicants will be contacted by email no later than February 19th, 2021 with further details about time and invitation to their individual interview.

**Returning Staff Interviews:** Monday, February 22nd – Friday, March 5th, 2021
Returning staff members will meet individually with 2-3 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, and candidates will be required to prepare and present a presentation. Specific details about the presentation will be communicated to candidates invited for an interview. *If you have applied for both the summer and fall-winter periods, you will be interviewed only once.*

**Final Hiring Results:** No later than March 15th, 2021.
Applicants will be notified via email/phone call as to the outcome of your application. 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 Dylan Williamson, Residence Life Coordinator, at Dylan.williamson@utoronto.ca, or by calling 416-287-7370.

**Summer Residence Life Team Positions and Descriptions**

All members of the Summer Residence Life Team 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 April 2021 (one day introduction session), and are expected to begin their position immediately following Winter 2021 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. Please note that this is a live-in position, with on-site responsibilities/components.
Fall-Winter (FW) Residence Life Team Positions and Descriptions

All members of the Fall-Winter Residence Life Team 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 April 2021 (one day introduction session). All positions are expected to start their position as early as August 15th, 2021 for August Training (subject to change), and the contract will go until the day after the final day of exams in the Winter 2022 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, and will serve as an on-call staff member. Please note that this is a live-in position, with on-site responsibilities/components.

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 residence-wide activities. The REF will cultivate student initiatives and involvement, and oversee various residence committees. The REF will assist with the residence curriculum/programming model and residence-wide programming, and will serve as an on-call staff member. Please note that this is a live-in position, with on-site responsibilities/components.

FW Lead Residence Advisor (LRA):
Lead RAs are responsible for community building and programming for approximately 25-60 students. The LRA shares the same responsibilities as a Residence Advisor, in addition to responsibilities such as: facilitating team development and growth by planning and executing socials and training for the RLT, providing after-hours on-call response to residence facilities concerns, advocating for members of the RLT, and providing mentorship to new staff on the team. LRAs will live in Joan Foley Hall, South Residences, or North Residences, and will serve as an on-call staff member. Please note that this is a live-in position, with on-site responsibilities/components.