2020 – 2021 Residence Student Staff (RSS) - Application for New Applicants

Application Checklist:

☐ Resume uploaded to the Career Learning Network job ID. 156086 at https://www.cln.utoronto.ca.

☐ Cover Letter uploaded to the Career Learning Network job ID. 156086. Your cover letter must address the following questions:
   1. What inspired you to apply for this role(s)?
   2. What do you value and how do you see that fitting with this role(s)?
   3. What would leadership look like for you in this role(s)?

☐ RSS Application Form: https://clnx.utoronto.ca/2020_utmrss

Important Hiring Dates:

New RSS Applications Open
Thursday, November 21, 2019

Applications are submitted online to the CLN. The full application includes a cover letter, resume, and webform. All stages can be submitted through the CLN at cln.utoronto.ca.

Information Sessions (optional but recommended)
Thursday, November 21, 2019 from 8-9pm in IB150 or Wednesday, November 27, 2019 from 7-8pm in IB120 or Tuesday January 7, 2020 from 8-9pm in IB140.

Those interested in the role of Residence Don, Peer Academic Leader, Living Learning Community Peer Academic Leader or Residence Services Assistant are strongly encouraged to attend one of these information sessions to learn more about the roles and talk to current RSS. Requirements of the job, experiences and compensation will be discussed.

Resumé & Cover Letter Workshop - Career Centre (recommended)
Tuesday January 6th, 2020 Time: 10am – 12pm Location: UTM Room **Please register online- cln.utoronto.ca

This workshop is designed by the Career Centre in consultation with the department of Student Housing & Residence Life to help students complete their Resume and Cover Letters specifically for the Residence Student Staff positions.

Stage One: Application, Resume & Cover Letter Due - Late applications will not be considered
Friday January 10, 2020 at 12:00 noon to the Career Learning Network Website

All candidates applying for a Residence Student Staff position at UTM are required to submit an online application through the Career Learning Network (CLN) Website. The online application will include a cover letter, resume and webform all to be submitted electronically.
Stage One: Application, Resume & Cover Letter - Results

Friday January 17, 2020 at 5pm

Applications will be scored and the top applicants will move onto the Carousel Interview process. It is extremely important that you attend the Career Centre Resume & Cover Letter Workshop as they will help you prepare the strongest application package. Please note not all who apply will be moved onto the Carousel Interview.

Effective Carousel Interviews for Residence (Recommended)

Thursday January 23, 2020 – Time: 2pm-4pm Location: DV3130 *Please register online- cln.utoronto.ca

This workshop is designed by the Career Centre in consultation with the department of Student Housing & Residence Life to help candidates prepare for the Carousel Interview as a member of the Residence Student Staff.

Stage Two: Carousel Interview

Sunday, January 26, 2020 time and location will be emailed to all applicants

You will randomly be placed into small groups with other new applicants. Your group will rotate through several stations where various skills will be assessed. One of these stations will involve an article/video discussion (more information to come). The Carousel Interview will take approximately 3 hours. Your time will be confirmed no later than January 25, 2016 by email.

Stage Two: Carousel – Results and Interview Sign up for Successful Candidates

Wednesday January 29, 2020

You will be contacted by email to let you know if you are moving on to the next round of the application process. If you are selected, you will be provided with more information about signing up for an in-person interview.

Effective Interviews - Career Centre (recommended)

Friday January 31, 2020 - Time: 2:00pm-4:00pm Location: DV3130 *Please register online- cln.utoronto.ca

This workshop is designed by the Career Centre in consultation with the department of Student Housing & Residence Life to help candidates prepare for their Group Interview as a Residence Student Staff member.

Stage Three: Group Interview

Tuesday, February 5, 2020 to February 7, 2020

Applicants moving on from the Carousel Interview will be part of a group interview process with full-time staff members from the Department of Student Housing & Residence Life. More information will become available to those who proceed to this stage.

Stage Three: Group Interview - Results

Friday February 14, 2020

Applicants who had a group interview will be contacted regarding whether they were successful or not in the process. Further information will be provided regarding offers and accepting positions.

Residence Student Staff Mini Camp

March 6, 2020

Those accepting an RSS position are required to attend this full-day on-campus orientation. This day provides the opportunity to get to know the rest of the staff for 2019-2020 before leaving for the summer.

March Break Open House

March 29, 2020

All successful incoming 2018/2019 RSS will be invited to volunteer during the March Break Open House.