



## 2021 – 2022 Residence Student Staff (RSS) - Application for New Applicants

### Application Checklist:

- Resume uploaded to the Career Learning Network job ID. **172054** at <https://www.cln.utoronto.ca>.
- Cover Letter uploaded to the Career Learning Network job ID. **172054**. Your cover letter must address the following questions:
  1. What aspect(s) of the role(s) that you are applying to interests you the most, and why? Consider interest in the following areas, applicable to all RSS roles: communication; student support; customer service; leadership; and/or equity, diversity, and inclusion.
  2. What do you consider to be your strongest skill(s), and how will you apply them to the role(s)? Consider skills in the following areas, applicable to all RSS roles: communication; student support; customer service; leadership; and/or equity, diversity, and inclusion.
  3. Is there anything else that you would like to add about your interest or skills for the RSS role(s), that you have not covered in the two questions above?
- RSS Application Form: [https://clnx.utoronto.ca/2021\\_utmrss](https://clnx.utoronto.ca/2021_utmrss)

### Important Hiring Dates:

#### New RSS Applications Open

**Thursday, November 19, 2020**

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](http://cln.utoronto.ca).

#### Information Sessions (Optional but recommended)

**Thursday, November 19, 2020 or Wednesday, December 2, 2020 or Tuesday, January 5, 2021 at 8 p.m. EST.**

**Zoom Meeting ID: [831 2585 5667](https://clnx.utoronto.ca/2021_utmrss)**

Those interested in the role of Residence Don, Peer Academic Leader or Residence Services Assistant (RSA) 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)

**January 7, 2021 from 10-11:30am. \*\*Please register online- [cln.utoronto.ca](http://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**

**Monday, January 11, 2021 at 9:00 a.m. 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

**Monday, January 18, 2021 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/Interview Workshop for Residence (Recommended – Date Tentative)

**January 19, 2021 from 10-12pm. **\*\*Please register online- [cfn.utoronto.ca](http://cfn.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 & Group Interviews as a member of the Residence Student Staff.

Stage Two: Carousel & Group Interview

**Saturday, January 23, 2021 (AM or PM session, the time and location will be emailed to all applicants\*)**

Carousel: 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.

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

Your time will be confirmed no later than January 18, 2021 by email.

\*Please note, Carousel may be held in-person or virtually. This will be confirmed to all applicants.

Stage Two: Carousel & Group Interview - Results

**Friday, February 12, 2021**

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

**Friday, March 5, 2021**

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 2021-2022 before leaving for the summer.