2022 – 2023 Residence Student Staff (RSS) - Application for New Applicants

Application Checklist:

☐ Resume uploaded to the Career Learning Network job ID. JOB ID: 191135 at https://www.cln.utoronto.ca.
☐ Cover Letter uploaded to the Career Learning Network job ID. JOB ID: 191135. 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://www.utm.utoronto.ca/housing/2022-2023-utm-residence-student-staff-rss
☐ Deadline: Friday, January 14, 2022 @ 12:00 PM (NOON)

Important Hiring Dates:

New RSS Applications Open
Thursday, November 24th 2021
Applications are submitted online to the CLN. The full application includes a cover letter, resume, and webform. Your resume and cover letter can be submitted through the CLN at cln.utoronto.ca. Please submit the webform at https://www.utm.utoronto.ca/housing/2022-2023-utm-residence-student-staff-rss

Information Sessions (optional but recommended)
Wednesday, November 24th, 2021, from 8:00 – 9:00pm (EST) - Virtual
Wednesday, December 8th, 2021, from 1:00 – 2:00pm (EST) - TBD
Wednesday, January 12th, 2022 from 7:00 – 8:00pm (EST) - TBD
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, experience and compensation will be discussed.

Zoom Meeting ID: https://utoronto.ca/zoom.us/j/87068181849 Password: UTMRSS

Resumé & Cover Letter Workshop - Career Centre (recommended)
January 12th, 2022 from 2:00 – 4:00pm **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 14th, 2022 by 12:00 p.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 and a webform via the SHRL website. The online application will include a cover letter and resume submitted electronically. The webform can be found on the SHRL website at: uoft.me/NewRSSHiring
Stage One: Application, Resume & Cover Letter - Results

Monday, January 24th, 2022 at 5:00pm
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 everyone who applies will be moved onto the Carousel Interview.

Effective Carousel/Interview Workshop for Residence (Recommended – date tentative)
Friday, February 4th, 2022 from TBD *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 & Group Interviews as a member of the Residence Student Staff.

Stage Two: Carousel

Saturday, February 5th, 2022 (AM or PM session, the time and location will be emailed to all applicants*)
You will be randomly 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). Carousel will take approximately 3-4 hours.
Your time will be confirmed no later than January 31, 2022 by email.
Please Note: Carousel may be held in-person or virtually. This will be confirmed to all applicants.

Stage Two: Carousel Results

Thursday, February 17th, 2022
Applicants who proceeded through Carousel 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 11, 2022
Those accepting an RSS position are required to attend this RSS orientation. This evening provides the opportunity to get to know the rest of the staff for 2022-2023 before leaving for the summer.
Please note: Mini Camp may be held in-person or virtually. This will be confirmed to all successful candidates.

Residence Student Staff Onboarding Meeting

Saturday, April 9, 2022
Those accepting an RSS position are required to attend this onboarding meeting. This day provides the opportunity to hand in and review mandatory paperwork and complete some necessary training for new staff.