

2024-25 Residence Life Staff Application

Applications are now open online!

This document is available in an alternate format upon request.

General Information

Congratulations on making the decision to apply for a Residence Life Staff (RLS) position for the 2024-2025 academic year. What follows is the information you will need regarding the application and selection process.

Please note that we welcome applications from international students.

THE SELECTION PROCESS

The selection process is as follows:

1. a) Application Stage – New applicants

This is our first impression of you. Your application and resume are your way of introducing yourself to the Selection Committee. It is your first opportunity to demonstrate you are a fit for the position.

The applications for RLS positions are completed online here: <https://humber.ca/residence/residence-life/positions>

New RLS applicants will be required to submit a resume along with their online application. All applications are screened initially to see if students meet the minimum criteria and general application expectations for the position.

*Please note the following aspects of your application will be screened at various stages of the process:

- Full Application Review
- Academic grade check (see position description for guidelines)
- Conduct check to assess whether you have significant historical/current conduct concerns within Residence and/or on campus

1. b) Application Stage – Returning Residence Life Staff

Returning RLS staff should indicate on the application which position(s) they are interested in applying for. Please note that you may select multiple positions if you are interested.

The applications for RLS positions are completed online here: <https://humber.ca/residence/residence-life/positions>

Returning *Resident Assistant* applicants will be required to submit a Statement of Intent, along with their online application.

Applicants who have applied for the Residence Community Assistant, or Residence Life Orientation Leader position, will not be required to submit a Statement of Intent (unless they have also applied for a Returning Resident Assistant position). These applicants will be assessed based on their application, a formal interview, and their performance evaluation and feedback from their immediate supervisor.

Statement of Intent

The Statement of intent should be 600-800 words, or around 5 minutes. You are welcome to submit it in writing, a video, or audio medium of your choosing. Please address ALL the following in a letter of intent to apply for the returning Resident Assistant position:

1. Considering your values and those of Humber, outline two (2) intentions you have for staying motivated as a returning staff member. Provide specific examples of how you plan to implement these intentions and your strategy for assessing their effectiveness in ensuring success in your role. (200 words or 1.5 minutes)
2. Identify a time you experienced a challenge as a Resident Assistant. What did you learn from the challenge and what is your plan to apply your learning as a returning staff member? (200 words or 1.5 minutes)
3. *Residence and Humber College is a place located within the traditional and treaty lands of the Mississaugas of the Credit (colonially known as the Greater Toronto Area). With this location in mind, many Humber residents face institutional and societal barriers depending on the identities and privileges they hold.*
 - Please provide at least one example of how you hold power and privilege as an RA.
 - Considering these barriers, how will you use your power and privilege to promote an equitable and inclusive environment?(200 words or 1.5 minutes)

Please email your Statement of Intent to reslife@humber.ca by 11:59PM on January 15, 2024, for equal consideration.

Returning *Resident Assistant* applicants will be assessed based on their letter of intent, and performance evaluation and feedback from their immediate supervisor. There will be no interview for returning Resident Assistant applicants.

*Please note the following aspects of your application will be reviewed:

- Full application review
- Review of the Statement of Intent (if applicable)
- Academic grade check (see position description for guidelines)
- Conduct check to assess whether you have significant historical/current conduct concerns within Residence and/or on campus
- Past/current performance check (returning staff only). This includes a review of RA performance appraisal documents and supervisor feedback/recommendations.

2. a) Interview Stage - New Resident Assistant Applicants

Pending a brief and initial application review, applicants will be invited by email to participate in a personal interview. All interviews are formal and will involve a panel of 2-3 Residence Life staff members, as well as a paired activity where applicants will interact with other applicants and staff.

*Please note the following aspects of your application will be fully reviewed at this point:

- Full application review
- Academic grade check
- Conduct check
- Interview performance review

2. b) Interview Stage - Residence Community Assistant and Residence Life Orientation Lead Applicants

Pending an application review, applicants will be invited by email to attend a personal interview. All interviews are formal and will involve a panel of 2-3 campus staff and/or Residence Life Staff members.

*Please note the following aspects of your application will be fully reviewed at this point:

- Full application review
- Academic grade check
- Conduct check
- Interview performance review
- Past/current performance check (returning staff only). This includes a review of RA performance appraisal documents and supervisor feedback/recommendations.

CLOSING WORDS...

It is important to demonstrate that you are a capable and competent applicant. The process is not designed to trick you, fool you, or upset you. The process is designed with your best interest in mind. If you are not invited to participate in the entire process, or if you are not offered a position, please do not be discouraged. It simply means that the fit between you and the position was not exactly right at this time. There will be many opportunities for leadership within residence for the 2024-2025 year, including but not limited to: residence council executive positions, residence council building representatives, harm reduction committees, Student Leadership Academy, and much more!

The process may look challenging and competitive, but the process is not overwhelming. Hopefully, this information, combined with the info sessions held throughout the recruitment period will help to ease any concerns or worries. Should you have any additional questions or require further information please feel free to get in touch.

We look forward to reviewing your application!

The Residence Life Management Team

Questions?

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 Khushboo Khoja, (416) 675-6622 x 75341, khushboo.khoja@humber.ca
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Selection Process & Start-Up Timeline

Friday, December 8, 2023	Residence Life Staff applications available online!
Jan 10-15, 2024	Information Sessions at the North cafeteria, and Lakeshore elevator lobby
Monday, January 15, 2024	All applications close at 11:59 pm
Friday, January 19, 2024	Email sent to new applicants regarding interviews (invitation status, exact times, locations, etc.)
Jan 29- Feb 11, 2024	Interviews in person Virtual as a second option
Tuesday, February 20, 2024	All hiring decisions made, communication regarding candidacy provided to all candidates (email).
Tuesday, February 27, 2024	Successful Candidate Acceptance Form due at 4 pm
Saturday, August 12 – Sunday, August 13, 2024	Residence Life Staff (who are required to live in residence) can move in
Monday, August 12 – Friday, August 16, 2024	Mandatory Residence Life Staff Training – virtual, mostly asynchronous 20 hours (All staff, includes Resident Assistants)
Monday, August 19 – Friday, August 23, 2024	Mandatory Residence Life Staff Training – in person, 40 hours (All staff, includes Resident Assistants)
Sunday, August 25, 2024	Move-In Day for First Year Residents (All Staff Work)
Sunday, August 27 – Saturday, September 7, 2024	Residence Orientation Week (All Staff Work)

*Dates may fluctuate based on any changes to the academic calendar. Notice will be given early if this takes place.