

Residence Staff

Hiring Guidelines & Understandings

2017-18



Western

Hiring Guidelines & Understandings

Thank you for your interest in Residence Life at Western!

We would like all applicants to have as much information as possible when submitting their application. The following Hiring Guidelines & Understandings provide specific information regarding various aspects of the application and hiring process.

All applicants are responsible for reading all Hiring Guidelines & Understandings and meeting all applicable Candidate requirements. If you have any questions about staff positions or the application process, please feel free to speak with a Residence Manager, call the Housing Office at (519) 661-3548, or e-mail rezstaff_hiring@uwo.ca.

PERSONAL INFORMATION

We only use the personal information contained in your application for internal hiring processes and direct communications with you. We do not release, sell, or distribute your personal information to third parties.

APPLICANTS FROM OTHER INSTITUTIONS

Western authentication credentials are required to submit your application: Western Student ID number and Access code (PIN) OR Western username and password

If you are an applicant from another institution and have not been issued one of the above combinations, please call (519) 661-3548 or e-mail rezstaff_hiring@uwo.ca for specific application instructions.

RESIDENCE STAFF POSITIONS

Please read the corresponding Position Description for each role you are interested in. We encourage applicants to ask questions during the various stages of the hiring process to understand the leadership role(s) for which they are applying.

For New Staff Applicants: New staff applicants may apply for Residence Advisor (RA), Academic and Leadership Programmer (ALP), Assistant Program Coordinator (APC) positions only. If you feel that you have adequate experience to be

considered for a senior staff role, such as Residence Don or Community Leader (CL), please contact rezstaff_hiring@uwo.ca.

For Returning Staff Applicants: Returning staff applicants may apply for any role. Preference will be given to returning applicants for Don, and Community Leader (CL) positions. CLs work exclusively with upper-year students. If you are not offered a senior staff position, you will automatically be considered for a Senior RA position.

SUPPLEMENTARY RESIDENCE STAFF POSITIONS

The following position is an extra employment opportunity that is in addition to your regular Residence Staff position. To be considered for these positions, you will need to complete the questions in **SECTION 4: Supplementary Residence Staff Position Application** during the online application process.

LIVING-LEARNING COMMUNITY (LLC) LEADERS (Faculty-based floors, Interest-based floors and Lifestyle-based floors) are RAs or Dons who live on and support residence floors dedicated to students in similar academic faculties, or with similar interests or lifestyle choices (e.g., Science, Music, Leadership, etc.) This means your required programming as a staff member would be geared toward this specific area. LLC Leaders receive a supplementary honorarium of \$250 per semester (\$500 for the academic year.)

Only those candidates applying for Residence Advisor or Residence Don positions will be considered for a Living-Learning Community.

Behaviour Management Dons (BMDs) are Dons who assist the Residence Manager with following up on lower level incidents in residence, including meeting with students and providing meeting notes and recommendations to the Residence Manager. Only returning Dons will be considered for the Behaviour Management Don position. BMDs receive a supplementary honorarium of \$250 per semester (\$500 for the academic year.)

INFORMATION SESSION

Attendance at an Information Session is a part of the interview process, and **you must attend one.**

[New Staff Information Sessions](#)

- Monday, November 7, 2016, 6:00 p.m.
Saugeen-Maitland Hall
- Tuesday, November 15, 2016, 6:00 p.m.
Medway-Sydenham Hall & Perth Hall
- Wednesday, November 23, 2016, 6:00 p.m.
SSC 2024
- Thursday, November 24, 2016, 6:00 p.m.
Elgin Hall and London Hall
- Monday, January 9, 2017, 6:00 p.m.
Delaware Hall and Ontario Hall

Returning Staff Information Session

- Tuesday, November 2, 2016, 5:30-6:30 p.m.
UCC 41
- Wednesday, November 3, 2016, 5:30-6:30 p.m.
UCC 41

GROUP INTERVIEW DATES

All candidates must participate in a Group Interview as part of the Hiring Process.

If you are a returning senior staff member (Don, CL, ALP, or APC) applying for the same position, you may not be required to attend a group interview, but may be scheduled for a one-on-one interview with a Residence Manager. However, please indicate your carousel choices on the application form as the final hiring selection process is not determined until Housing knows the number of applicants for each position.

REFERENCES (NEW STAFF APPLICANTS ONLY)

As part of the New Staff application, we require the following references to be submitted by Friday, January 6, 2017:

1. You will need to ask your Residence Staff member to complete *Your Residence Staff Assessment Form*.

If you are currently living off campus, this assessment form does not need to be completed.

2. We also require two external references. Ideally, both references will be from individuals who have supervised you in an employment- or volunteer-related capacity. If you do not have any previous employment or volunteer experience, you may ask another individual who can comment directly on your employability and leadership skills.

To ensure confidentiality, the referee will email reference forms directly to the Residence Life Management Team (at the address listed below). Faxes sent directly from the referee are also acceptable at (519) 661-3687.

Residence Life Management Team
Email: rezstaff_hiring@uwo.ca

RESUME and COVER LETTER

All new applicants must submit a current resume and cover letter. Resumes and cover letters will only be reviewed by members of the Hiring Committee. Returning applicants must answer reflection questions instead of submitting a resume and cover letter.

USE of PHOTO

As part of the Residence Staff recruitment process, photographs of those individuals selected for an interview are used by members of the hiring team to assist in identifying individual applicants when discussing interview results and making hiring decisions. The photographs are used for memory recall purposes only. While this process is helpful for us, please be advised that it is optional, and indicate on the application if you do not wish your photo to be used.

CANDIDATE REQUIREMENTS

All Residence Staff must meet the following requirements:

Minimum 65% Grade Average

Residence staff are required to achieve a minimum 65% grade average for the current academic year, from September 2016 to April 2017. If staff do not meet this requirement after grade verification with the Registrar's Office in June 2017, their offer of employment will be withdrawn. Staff will have the opportunity to submit an academic eligibility appeal to request a waiver from the average requirement.

Full-time Student on Main Campus

Residence Staff members are required to be full-time students on main campus.

August Learning & Development Conference (Staff Training) Attendance

Attendance at the full August staff learning and development conference is mandatory, including attendance at all sessions. The conference begins as early as August 21, 2017 depending on your position. The actual date will be included in your staff contract in February.

Police Vulnerable Sector Check

Residence Staff have a unique role in our residences. They work in the same community where they live and have access to some restricted keys and confidential information. In order to ensure the safety of all residents, all Residence Staff must obtain a Police Vulnerable Sector Check at their own expense to assume their staff position.

First Aid Certification

All successful candidates must obtain Standard First Aid Certification at their own expense prior to arriving at the August Learning & Development Conference.

Cost Differential between Buildings

Residence Staff are required to pay the full residence fees for the building in which they are assigned, including required meal plans. A cost differential in residence fees exists between buildings. Please be advised that compensation and remuneration is determined by the staff position; however, your residence fees will vary depending on the building to which you have been assigned.

Mandatory Non-Refundable \$900 Deposit

All successful candidates are required to submit a non-refundable \$900 deposit along with the acceptance of their Offer of Employment. Acceptances are due March 1, 2017 and deposits are no longer refundable at that time.

Exceptions will be made if you are accepted to a professional or post-graduate school at a different institution. When this is the case, \$600 will be refunded to you upon proof of your acceptance of an offer. If the Housing Department rescinds its offer to you for any reason (e.g., you do not meet the 65% eligibility requirement), the full \$900 deposit will be refunded to you.

Accessibility & Accommodation

Please contact the Residence Life office at (519) 661-3548 or rezstaff_hiring@uwo.ca prior to submitting your application if you require any special accommodations to make the hiring process accessible for you.