



New Hire Information Package

2024-2025

We would like to thank you for your interest in our Residence & Campus Life Student Staff positions at King's!

If you have any questions regarding our staff positions or the application process please call the Residence and Campus Life Office at 519-433-3491 ext. 4401, or email residence@kings.uwo.ca

GENERAL STATEMENT

Residence Life Staff positions (RAs and Coordinator roles) are LIVE ON CAMPUS paid positions.

RA position stipend - \$11,582 (gross pay) Coordinator position stipend - \$5400 (gross pay)

Residence life staff members are responsible for meal plan and additional residence costs associated with their role that is not covered by the stipend. Eg. Parking cost.

Applicants can apply for more than one type of position, but will not be selected for more than one role.

In addition to King's, we accept applicants from Western, Brescia, Huron and students transferring to King's.

TWO COMPONENTS TO THE HIRING PROCESS

- ✓ On-line application submission (*resume, references and written submission*)
 - ✓ Individual interviews (AI, online and/or in-person with residence staff)
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Resume

Ensure all information is update. Google search for resume template ideas or visit The Write Place for assistance.

References

Two (2) references from individuals who have supervised you in employment, volunteer or campus role(past/current). Ideally one professional reference serves as one of your two references. Individuals who live in residence will by default have their residence staff member as their additional reference. So an additional reference, if possible, would be helpful.

- If you do not have any previous employment or volunteer experience, you may ask another individual who can comment directly about your suitability for the residence life staff role you are applying for. Teachers, professors, club leaders, and Residence Staff members are acceptable. No family members please.

Please keep the following best practices in mind when requesting a reference:

- Approach your referees EARLY in the process to ask if they would be willing to serve as a reference. Provide their contact information in your Residence Student Staff application after you have asked for a reference.

- Provide your referees with an updated resume and feel free to remind them of some of your work-related accomplishments that might be helpful for them to know about.
 - Follow-up with your referees after the application process is complete to let them know the outcome and to thank them for their assistance in the process.
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Individual Interviews (AI, Online or in-person)

Personal interviews will vary in format Interviews will be approximately 40 minutes long. Questions will surrounding past applicable experience, to potential scenarios that one would face in the residence staff role.

If you need assistance with your interview skills contact career services at Kings:

<https://www.kings.uwo.ca/alumni/benefits-and-services/career-services/>

CANDIDATE REQUIREMENTS

All Residence Student Staff must meet the following requirements:

Minimum 65% Grade Average

Residence student Staff are required to achieve a minimum 65% grade average for the current academic year. If staff do not meet this requirement after grade verification with Enrollment Office in May 2021, their offer of employment will be withdrawn.

Student (King's, Western, Huron or Brescia)

Residence and Campus Life Student Staff members are required to be full-time students. Part-time status permitted with some exceptions.

Summer on-line training

Be available for some asynchronous online training

August Training

Attendance at the full August staff training is mandatory, including attendance at all sessions. The training starts August 22, 2023. (This date may change slightly).

First Aid Certification

All successful candidates must obtain Standard First Aid and CPR – Level C at their own expense by August training start.

Accessibility & Accommodation

Please contact the Residence and Campus Life Office at 519-433-3491 ext. 4700 or residence@kings.uwo.ca prior to submitting your application if you require any accommodations to make the hiring process accessible for you.

RESIDENCE ASSISTANT CONTRACT CONDITIONS

The Residence Assistant (RA) position is a student leadership *live-on campus position*. The RA provides a rewarding on-campus experience by cultivating a community based on academic success, mutual respect, and personal development.

The Residence Assistant, a member of the King's community, is a positive role model through demonstrating good judgment, a strong sense of responsibility, and a vested interest in others. The Residence Assistant promotes, by personal example and guidance, a mature and conscientious attitude toward scholarship, the philosophy and mission of King's University College, and the goals of the residence program.

Reports to: Residence Managers, Assistant Residence Manager & Associate Dean of Students
Term: August 20th, 2024 to May 1st, 2025 (dates to be finalized)
Stipend: \$11582.00 approx. **Inquire about stipend update.**

The role of Residence Assistant consists of, but is not limited to, the following:

Role

1. Advise and mentor students on personal and academic matters.
2. Promote community and a sense of belonging by providing and promoting opportunities for residents to become involved and acquainted with other residents.
3. Be knowledgeable of, communicate, educate and uphold residence rules and policies.
4. Maintain communication with unit on information that is distributed from the Residence and Campus Life Office, King's, and student groups.
5. Respond to Mental health concerns, first-aid emergencies and non-emergencies taking place in and around the residences.
6. Work with assigned unit to establish and maintain an atmosphere of order and quiet that is conducive to studies and ensures the rights and needs of its members are met.
7. Promote residence life as an integral part of the educational environment by assisting in the planning and delivery of residence curriculum programs.

Administrative and Duty expectations

1. Hold unit meetings on a regular basis.
2. Communicate and work closely with the Residence Managers on escalated issues pertaining to the unit and/or residents.
3. File all reports as required including incident reports, work orders, etc., according to established timelines.

4. Assist with checking students in and out of residence, and completing room inventories at the beginning and end of the academic year.
5. Attend scheduled staff meetings and check-in meetings with assigned manager.
6. Be available to students most evenings during the week. In addition, an evening and weekend duty schedule will ensure that Residence Assistants are available to resident students at scheduled times.
7. Strive for excellence as a positive role model and agent of King's supporting the interests of the university and the Residence and Campus Life Office.
8. Promote community development by organizing and attending events as outlined in the residence plan.

Eligibility requirements:

1. Maintain enrolment as a full-time student* and maintain satisfactory academic performance (65% average) to remain eligible for this student leadership position. *certain exceptions may be considered.
 2. Be registered as a full-time student at King's, Huron, Brescia or Western by the start date of contract (special circumstances are permitted for p/t status)
 3. Attend and participate in the mandatory August staff training (held second last week of August until Labour Day).
 4. Be available to invest a minimum of 15/hrs a week. It is the expectation that after the academic obligations, residence staff will uphold their RA position as their top priority.
 5. Not participate as an Orientation Leader or Bridging Assistant.
 6. Not exceed a maximum of 10 hours per week on co-curricular activities and/or other work commitments.
 7. Complete and submit a first-aid certification by the start of contract.
 8. Be eligible to work in Canada.
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EPWORTH PLACE HOUSE COORDINATOR CONTRACT CONDITIONS
(Student Staff position in Epworth Place Residences)

The Epworth Place House Coordinator (EPHC) position is a student leadership ***live-on campus position***. The coordinator serves as peer advisor to residents in the Epworth Place House residences. The EPHC is a student who demonstrates maturity, integrity, academic success, intercultural understanding and sensitivity towards adjustment and diversity issues, and an interest in others. They promote, by personal example and guidance, a mature and conscientious attitude toward scholarship, the philosophy and mission of King's University College and the goals of the residence program.

Reports to: Residence Managers, Assistant Residence Manager & Associate Dean of Students
Term: August 20th, 2024 to May 1st, 2025 (dates to be finalized)
Stipend: \$5400.00 approx. (gross pay) **inquire for update stipend amount**

The EPHC will assume the following, but not limited to:

Duties and Expectations

1. Not engage in behavior that exposes King's University College, Western, or its affiliate colleges to legal, reputational, or financial liability. The International House Coordinator is expected to maintain a standard of conduct and performance commensurate with the responsibilities of the position.
2. Not engage in activities prohibited by King's University College, Western University or its affiliate colleges, or student codes of conduct, including the King's University College Rules of Residence. Failure to meet this standard will result in sanctions including, but not limited to: a limited time suspension without pay, additional duties, or a termination of contract.
3. Work with the students in Epworth Place Houses to establish and maintain positive personal relationships which will contribute to an atmosphere of order, support and mutual respect conducive to studies and community living.
4. Promote residence life as an integral part of the educational environment by assisting in the development and planning of social and educational programs in the Epworth Place houses.
5. Hold house meetings on a regular basis and keep students informed of all residence events and announcements.
6. Know and observe the standards, rules and regulations of King's University College and the residences and effectively communicate them to residents. (eg: Rules of Residence, Student Code of Conduct).
7. Keep in touch with situations which may develop into problems and work closely with the Residence Managers to resolve problem situations.
8. File all reports as required including incident reports, physical plant work requests, house activity reports, etc., by assigned deadlines.

9. Assist with arrival and departures of students in the house in August, December, January and May, ensuring key control and completing inventory control reports at the beginning and end of each stay.
10. Attend and participate in the relevant sessions of the residence staff training program. The initial training program is scheduled prior to the arrival of students in late summer. Initial online training components may be completed during the summer. Follow-up staff training modules may be scheduled during the academic year.
11. Be available to the students in the house regularly during days and evenings.
12. Attend scheduled staff meetings and check-in meetings with assigned manager.
13. Keep house information bulletin boards updated.
14. Must have first aid certification.
15. Be knowledgeable of campus and community emergency resources.

Eligibility requirements:

1. Maintain enrolment as a full-time student* and maintain satisfactory academic performance (65% average) to remain eligible for this student leadership position. *certain exceptions may be considered.
2. Be registered as a full-time student at King's, Huron, Brescia or Western by the start date of contract (special circumstances are permitted for p/t status)
3. Attend and participate in the mandatory August staff training (held second last week of August until Labour Day).
4. Be available to invest a minimum of 15/hrs a week. It is the expectation that after the academic obligations, residence staff will uphold their RA position as their top priority.
5. Not participate as an Orientation Leader or Bridging Assistant.
6. Not exceed a maximum of 10 hours per week on co-curricular activities and/or other work commitments.
7. Complete and submit a first-aid certification by the start of contract.
8. Be eligible to work in Canada.

INTERNATIONAL HOUSE COORDINATOR CONTRACT CONDITIONS

(Student Staff position in 238 University Crescent, International House)

The International House Coordinator (IHC) position is a student leadership *live-on campus position*. With some role responsibilities of a peer guide.

The IHC supports the Residence & Campus Life Residence Curriculum and the goals of the International students program. The IHC is a student who demonstrates maturity, integrity, academic success, intercultural understanding and sensitivity towards adjustment and diversity issues, and an interest in others. They promote, by personal example and guidance, a mature and conscientious attitude toward scholarship, the philosophy and mission of King's University College. The IHC will also have an understanding of cultural adjustment and the values of cultural exchange.

Reports to: Residence Managers, Assistant Residence Manager & Associate Dean of Students
Term: August 20th, 2024 to May 1st, 2025 (dates to be finalized)
Stipend: \$5400.00 approx. (gross pay) **inquire for update stipend amount**

The IHC will assume the following responsibilities, but is not limited to the following:

Duties and Expectations

1. Work with the students in International House to establish and maintain positive personal relationships which will contribute to an atmosphere of order, support and mutual respect conducive to studies and community living.
2. Promote residence life as an integral part of the educational environment by assisting in the development and planning of social and educational programs in International house.
3. Hold house meetings on a regular basis and generally attempt to keep students informed of all residence events and events for international students.
4. Serve as communication conduit for all King's off campus houses to distribution information on behalf of King's International.
5. Serve as additional point of contact and resource for International student services and resources.
6. Know and observe the standards, rules and regulations of King's University College and the residences and effectively communicate them to residents. (eg: Rules of Residence, Student Code of Conduct, content of the International Student Guide).
7. File all reports as required including incident reports, physical plant work requests, house activity reports, etc., by assigned deadlines.

8. Assist with arrival and departures of students in the house in August, December, January and May, ensuring key control and completing inventory control reports at the beginning and end of each stay.
9. Attend and participate in the residence staff training program. The initial training program is scheduled prior to the arrival of students in late summer. Initial online training components may be completed during the summer. Follow-up staff training modules may be scheduled during the academic year.
10. Attend and participate in the Bridging Program at the beginning of each term, in the absence of residence life staff obligation conflicts.
11. Be available to the students in the house regularly during days and evenings.
12. Attend scheduled staff meetings and check-in meetings with assigned manager.
13. Meet with the King's International Student Programs & Engagement Coordinator as required.
14. Keep house information bulletin boards updated.
15. Must be involved in at least three of the following International student events below, and will often be called upon to take on a supporting/hosting role working with the International Office staff:
 - Halloween Party (October)
 - Thanksgiving Dinner (October)
 - Christmas Party (December)
 - Cultural Festival (January/February)
 - New Year's Dinner (lunar calendar) (January)
 - Farewell event (April)

Eligibility requirements:

1. Maintain enrolment as a full-time student* and maintain satisfactory academic performance (65% average) to remain eligible for this student leadership position. *certain exceptions may be considered.
2. Be registered as a full-time student at King's, Huron, Brescia or Western by the start date of contract (special circumstances are permitted for p/t status)
3. Attend and participate in the mandatory August staff training (held second last week of August until Labour Day).
4. Be available to invest a minimum of 15/hrs a week. It is the expectation that after the academic obligations, residence staff will uphold their RA position as their top priority.
5. Not participate as an Orientation Leader or Bridging Assistant.
6. Not exceed a maximum of 10 hours per week on co-curricular activities and/or other work commitments.
7. Complete and submit a first-aid certification by the start of contract.
8. Be eligible to work in Canada.

KING'S COMMONS HOUSE COORDINATOR CONTRACT CONDITIONS
(Student Staff position in King's Commons Student Housing)

The King's Commons House Coordinator (KCHC) assists the Residence and Campus Life Office with various aspects of the residence life program and serves as peer advisor to residents in the King's Commons residences. The KCHC is a student who demonstrates maturity, integrity, academic success, intercultural understanding and sensitivity towards adjustment and diversity issues, and an interest in others. S/he promotes, by personal example and guidance, a mature and conscientious attitude toward scholarship, the philosophy and mission of King's University College and the goals of the residence program.

Reports to: Residence Managers, Assistant Residence Manager & Associate Dean of Students
Term: August 20th, 2024 to May 1st, 2025 (dates to be finalized)
Stipend: \$5400.00 approx. (gross pay) **inquire for update stipend amount**

The KCHC will to assume the following specific responsibilities:

Duties and Expectations

1. Work with the students in King's Commons Houses to establish and maintain positive personal relationships which will contribute to an atmosphere of order, support and mutual respect conducive to studies and community living.
5. Promote residence life as an integral part of the educational environment by assisting in the development and planning of social and educational programs in King's Commons.
6. Use messaging and in person visits on a regular basis to keep students informed of all residence events and important residence related information.
7. Know and observe the standards, rules and regulations of King's University College and the residences and effectively communicate them to residents. (eg: Rules of Residence, Student Code of Conduct)
8. Keep in touch with situations which may develop into problems and work closely with the Residence and Campus Life Office to resolve problem situations.
9. File all reports as required including incident reports, physical plant work requests, weekly activity reports, etc., by assigned deadlines.
10. Assist with arrival and departures of students in King's Commons in August, December, January and May, ensuring key control and completing inventory control reports at the beginning and end of each stay.
11. Attend and participate in the residence staff training program. The initial training program is scheduled prior to the arrival of students in late summer. Initial online training components may be completed during the summer. Follow-up staff training modules may be scheduled during the academic year.

12. Be available to the students in the house regularly during days and evenings.
13. Attend scheduled staff meetings and check-in meetings with assigned manager.
14. Must have first aid certification.

Eligibility requirements:

1. Maintain enrolment as a full-time student* and maintain satisfactory academic performance (65% average) to remain eligible for this student leadership position. *certain exceptions may be considered.
2. Be registered as a full-time student at King's, Huron, Brescia or Western by the start date of contract (special circumstances are permitted for p/t status)
3. Attend and participate in the mandatory August staff training (held second last week of August until Labour Day).
4. Be available to invest a minimum of 15/hrs a week. It is the expectation that after the academic obligations, residence staff will uphold their RA position as their top priority.
5. Not participate as an Orientation Leader or Bridging Assistant.
6. Not exceed a maximum of 10 hours per week on co-curricular activities and/or other work commitments.
7. Complete and submit a first-aid certification by the start of contract.
8. Be eligible to work in Canada.

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