



Residence Staff Hiring Information Package

2024-2025

We would like to thank you for your interest in our Residence & Campus Life Student Staff positions at King's University College! 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. 4700, or email residence@kings.uwo.ca.

1.0 GENERAL INFORMATION

Residence Life Staff positions (RAs and Coordinator roles) are *live-on campus* paid positions.

Residence life staff members are responsible for meal plan and additional residence costs associated with their role that is not covered by the stipend (i.e., 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 students, we accept applicants from Western, Huron and students transferring to King's from other institutions.

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.

2.0 APPLICANT REQUIREMENTS

All Residence 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meet this requirement after grade verification with Enrollment Services in May 2025, their offer of employment will be withdrawn.
- **Registered Student**: Residence student staff are required to be registered full-time students at either King's, Western or Huron. Part-time status is permitted with some exceptions.
- **First Aid Certification**: All successful candidates must obtain Standard First Aid and CPR – Level C at their own expense by the start of August training.
- **Completion of Mandatory Training**: Completion of all asynchronous training, as well as attendance and completion of the full August staff training is mandatory. This training starts Monday, August 18, 2025 and ends on Friday, August 29, 2025.
- **Eligible to work in Canada**: All applicants must be eligible to work in Canada for the dates outlined in the contract conditions.

3.0 HIRING PROCESS

There are three components of the hiring process: submission of the [Residence Staff Application](#) form and interviews (group and individual).

3.1 Residence Staff Application

- a. As part of the residence application a resume is to be submitted. Please ensure all information is up-to-date. For support in the development or editing of your resume, visit [The Write Place](#) or utilize [Career Education at Western](#).
- b. Two (2) references from individuals who have supervised you in employment, volunteer or campus roles (past or current). Applicants who currently live in a King's residence will by default have their residence staff member as an additional reference.

Note: 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.

3.2 Group Interviews

- a. After completing the Residence Staff Application, selected applicants will be invited to participate in a group interview. Each group interview will include between 4-6 applicants. During the group interview the applicants will work together to complete an activity, followed by a debrief discussion. This interview will be paneled by 2-3 Residence Life staff and student staff.

3.3 Individual Interviews

- a. If an applicant is invited to continue on in the hiring process after group interviews are completed, they will be invited to participate in an individual interview. This interview will be paneled by 1-3 Residence Life staff and student staff.

If you would like to develop your interviewing skills, please utilize the resources and supports available through [Career Education at Western](#).

4.0 IMPORTANT DATES

October 21, 2024

Residence Staff Applications Open (RAs & Coordinators)

November 1, 2024

Residence Staff Hiring Information Session at 5:00pm

November 11, 2024	Residence Staff Applications Close at 11:59pm
November 11-20, 2024	Residence Staff Interviews – Round 1 (Group Interview)
November 20-29, 2024	Residence Staff Interviews – Round 2 (Individual Interviews)
December 4-6, 2024	Residence Staff Offers Out
December 4, 2024	Head RA Applications Open
December 6, 2024	Residence Staff Accept/Decline Offer Due

December 6, 2024 – Fall/Winter Classes End
December 9-22, 2024 – Mid-Year Examination Period
December 23, 2024-January 5, 2025 – Winter Break
January 6, 2025 – Classes Resume

January 13, 2025	Head RA Applications Close
January 13-17, 2025	Head RA Interviews
January 22-24, 2025	Head RA Offers Out
January 27, 2025	Head RA Accept/Decline Offer Due
TBD – Week of March 17-21, 2025	Team Transition Social
August 15-17, 2025	Residence Staff Move-In Weekend
August 19-29, 2025	Residence Staff Training
August 31, 2025	Residents’ Move-In Day
September 1-6, 2025	Orientation Week
September 27, 2025	Professional Development (1/2 Day)
January 17, 2026	Professional Development (1/2 Day)

5.0 POSITION DESCRIPTIONS

For Residence Assistant and House Coordinator position descriptions, see subsequent pages.

Position Title: Residence Assistant (RA)

Reports To: Doreen Vautour, Associate Dean of Students

Remuneration: approx. \$13,017.86 **Inquire about stipend update after budget approvals*

Term: August 18, 2025 to May 1, 2026

The Residence Assistant (RA) position is a paraprofessional, 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.

As a leader in the King's community, a Residence Assistant is a positive role model. This is upheld by demonstrating good judgement, 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 towards scholarship, the philosophy and mission of King's University College, and the goals of the residence program.

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

Responsibilities:

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 residences.
6. Work with assigned unit to establish and maintain an atmosphere of order and respect that is conducive to academic success, 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.
8. Support Residence and Campus Life programming through promotion and attendance.

Administrative and Duty Expectations:

1. Host regular unit meetings and programming (1 each per month).

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 (i.e., incident reports, work orders, weekly reports, etc.) and according to established timelines.
4. Assist with checking students in and out of residence, and completing room inventory forms at the beginning and end of the academic year.
5. Attend scheduled staff meetings and check-in meetings with assigned Check-In 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 residence 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.

Eligibility and Conduct Requirements:

1. Residence Assistants 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 Services in May 2025, their offer of employment will be withdrawn.
2. Residence Assistants are required to be registered full-time students at either King's, Western or Huron. Part-time status is permitted with some exceptions.
3. Residence Assistants must obtain Standard First Aid and CPR – Level C at their own expense by the start of August training.
4. Completion of all asynchronous training, as well as attendance at and completion of the full August staff training is mandatory. This training starts Monday, August 18, 2025 and ends on Friday, August 29, 2025.
5. All Residence Assistants must be eligible to work in Canada for the dates outlined in the contract conditions.
6. Prohibited from participating as an Orientation Leader or Bridging Assistant while on contract as a Residence Assistant.
7. Not exceed a maximum of 10 hours per week on extracurricular activities and/or other work commitments.
8. Be available to invest a minimum of 15 hours/week. Is it the expectation that after academic obligations, Residence Assistants will uphold their RA position as their top priority.
9. Residence Assistants may use social media as a means of personal communication and communication within their role. Recognizing that Residence Assistants are representatives of the Residence and Campus Life Office and King's University College, RAs must be aware that their social media content also reflections upon these institutions.
10. Residence Assistants will not permit, engage in, or condone any act or behavior that exposes King's University College to illegal, reputational, or financial liability.

Position Title: Epworth Place House Coordinator

Reports To: Doreen Vautour, Associate Dean of Students

Remuneration: approx. \$6203.82 **Inquire about stipend update after budget approvals*

Term: August 18, 2025 to May 1, 2026

The Epworth Place House Coordinator position is a paraprofessional, ***live-on campus position***. The coordinator serves as peer advisor to residents in the Epworth Place House residences. The Epworth Place Coordinator is a student who demonstrates maturity, integrity, academic success, intercultural understanding and sensitivity towards adjustment and diversity issues, and an interest in helping 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.

The role of the Epworth Place Coordinator consists of, but is not limited to, the following:

Responsibilities:

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 houses 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 residences.
6. Work with the residents 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.
7. 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.
8. Support Residence and Campus Life programming through promotion and attendance.

Administrative and Duty Expectations:

1. Hold house meetings on a regular basis and keep students informed of all residence events and announcements.

2. 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.
3. Communicate and work closely with the Residence Managers on escalated issues pertaining to houses and/or residents.
4. File all reports as required (i.e., incident reports, work orders, weekly reports, etc.) and according to established timelines.
5. Be available to students most evenings during the week. In addition, an evening and weekend duty schedule will ensure that Residence Staff are available to residents at scheduled times.
6. Attend scheduled staff meetings and check-in meetings with assigned Check-In Manager
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.
9. Be knowledgeable of campus and community emergency resources.

Eligibility and Conduct Requirements:

1. House Coordinators 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 Services in May 2025, their offer of employment will be withdrawn.
2. House Coordinators are required to be registered full-time students at either King's, Western or Huron. Part-time status is permitted with some exceptions.
3. House Coordinators must obtain Standard First Aid and CPR – Level C at their own expense by the start of August training.
4. Completion of all asynchronous training, as well as attendance at and completion of the full August staff training is mandatory. This training starts Monday, August 18, 2025 and ends on Friday, August 29, 2025.
5. All House Coordinators must be eligible to work in Canada.
6. Prohibited from participating as an Orientation Leader or Bridging Assistant while on contract as a House Coordinator.
7. Be available to invest a minimum of 7 hours/week. It is the expectation that after academic obligations, House Coordinators will uphold their position as their top priority. As such, the Coordinator will not exceed a maximum of 10 hours per week on extracurricular activities and/or other work commitments.
8. House Coordinators may use social media as a means of personal communication and communication within their role. Recognizing that House Coordinators are representatives of the Residence and Campus Life Office and King's University College, they must be aware that their social media content also reflects upon these institutions.
9. House Coordinators will not permit, engage in, or condone any act or behavior that exposes King's University College to illegal, reputational, or financial liability.

Position Title: King's Commons House Coordinator

Reports To: Doreen Vautour, Associate Dean of Students

Remuneration: approx. \$6203.82 **Inquire about stipend update after budget approvals*

Term: August 18, 2025 to May 1, 2026

The King's Commons House Coordinator position is a paraprofessional, **live-on campus position**. The coordinator serves as peer advisor to residents in the King's Commons residences. The House Coordinator is a student who demonstrates maturity, integrity, academic success, intercultural understanding and sensitivity towards adjustment and diversity issues, and an interest in helping 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.

The role of the House Coordinator consists of, but is not limited to, the following:

Responsibilities:

9. Advise and mentor students on personal and academic matters.
10. Promote community and a sense of belonging by providing and promoting opportunities for residents to become involved and acquainted with other residents.
11. Be knowledgeable of, communicate, educate, and uphold residence rules and policies.
12. Maintain communication with houses on information that is distributed from the Residence and Campus Life Office, King's, and student groups.
13. Respond to mental health concerns, first-aid emergencies and non-emergencies taking place in and around residences.
14. Work with the residents in King's Commons 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.
15. 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 King's Commons.
16. Support Residence and Campus Life programming through promotion and attendance.

Administrative and Duty Expectations:

10. Hold unit meetings on a regular basis and keep students informed of all residence events and announcements.

11. 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.
12. Communicate and work closely with the Residence Managers on escalated issues pertaining to units and/or residents.
13. File all reports as required (i.e., incident reports, work orders, weekly reports, etc.) and according to established timelines.
14. Be available to students most evenings during the week. In addition, an evening and weekend duty schedule will ensure that Residence Staff are available to residents at scheduled times.
15. Attend scheduled staff meetings and check-in meetings with assigned Check-In Manager
16. 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.
17. Promote community development by organizing and attending events.
18. Be knowledgeable of campus and community emergency resources.

Eligibility and Conduct Requirements:

10. House Coordinators 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 Services in May 2025, their offer of employment will be withdrawn.
11. House Coordinators are required to be registered full-time students at either King's, Western or Huron. Part-time status is permitted with some exceptions.
12. House Coordinators must obtain Standard First Aid and CPR – Level C at their own expense by the start of August training.
13. Completion of all asynchronous training, as well as attendance at and completion of the full August staff training is mandatory. This training starts Monday, August 18, 2025 and ends on Friday, August 29, 2025.
14. All House Coordinators must be eligible to work in Canada.
15. Prohibited from participating as an Orientation Leader or Bridging Assistant while on contract as a House Coordinator.
16. Be available to invest a minimum of 7 hours/week. Is it the expectation that after academic obligations, Residence Assistants will uphold their position as their top priority. As such, the Coordinator will not exceed a maximum of 10 hours per week on extracurricular activities and/or other work commitments.
17. House Coordinators may use social media as a means of personal communication and communication within their role. Recognizing that House Coordinators are representatives of the Residence and Campus Life Office and King's University College, they must be aware that their social media content also reflections upon these institutions.
18. House Coordinators will not permit, engage in, or condone any act or behavior that exposes King's University College to illegal, reputational, or financial liability.

Position Title: International House Coordinator

Reports To: Doreen Vautour, Associate Dean of Students

Remuneration: approx. \$6203.82 **Inquire about stipend update after budget approvals*

Term: August 18, 2025 to May 1, 2026

The International House Coordinator (IHC) position is a paraprofessional, *live-on campus position*. The IHC serves as peer advisor to residents in International House. The IHC is a student who demonstrates maturity, integrity, academic success, intercultural understanding and sensitivity towards adjustment and diversity issues, and an interest in helping 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.

The role of the International House Coordinator consists of, but is not limited to, the following:

Responsibilities:

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. Serve as a communication conduit, point of contact and resource on behalf of King's International, and will support the core events and programming designed by the International Office (i.e., Halloween Party, Cultural Festival, Farewell Event, etc.).
4. Respond to mental health concerns, first-aid emergencies and non-emergencies taking place in and around residences.
5. Work with the residents 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.
6. Know and observe the standards, rules and regulations of King's University College and the residences, and effectively communicate them to residents (i.e., Rules of Residence, Student Code of Conduct, and the content of the International Student Guide).
7. Support Residence and Campus Life programming through promotion and attendance.

Administrative and Duty Expectations:

1. Hold house meetings on a regular basis and keep students informed of all residence events and announcements.
2. 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.
3. Communicate and work closely with the Residence Managers on escalated issues pertaining to houses and/or residents.
4. File all reports as required (i.e., incident reports, work orders, weekly reports, etc.) and according to established timelines.
5. Be available to students most evenings during the week. In addition, an evening and weekend duty schedule will ensure that Residence Staff are available to residents at scheduled times.
6. Attend scheduled staff meetings and check-in meetings with assigned Check-In Manager
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.
9. Be knowledgeable of campus and community emergency resources.

Eligibility and Conduct Requirements:

1. House Coordinators 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 Services in May 2025, their offer of employment will be withdrawn.
2. House Coordinators are required to be registered full-time students at either King's, Western or Huron. Part-time status is permitted with some exceptions.
3. House Coordinators must obtain Standard First Aid and CPR – Level C at their own expense by the start of August training.
4. Completion of all asynchronous training, as well as attendance at and completion of the full August staff training is mandatory. This training starts Monday, August 18, 2025 and ends on Friday, August 29, 2025.
5. All House Coordinators must be eligible to work in Canada.
6. Prohibited from participating as an Orientation Leader or Bridging Assistant while on contract as a Residence Assistant.
7. Be available to invest a minimum of 7 hours/week. It is the expectation that after academic obligations, House Coordinators will uphold their position as their top priority. As such, the Coordinator will not exceed a maximum of 10 hours per week on extracurricular activities and/or other work commitments.
8. House Coordinators may use social media as a means of personal communication and communication within their role. Recognizing that House Coordinators are representatives of the Residence and Campus Life Office and King's University College,

they must be aware that their social media content also reflections upon these institutions.

9. House Coordinators will not permit, engage in, or condone any act or behavior that exposes King's University College to illegal, reputational, or financial liability.