

RESIDENCE LIFE STAFF

Hiring Guide

2025-26 Cycle



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“Being a Residence Assistant has brought me a lot of new skills and many new connections.”

“Being a Residence Assistant has brought me a lot of new skills and many new connections. I’ve been able to grow my leadership skills all while meeting new people and making new friends. It has definitely been a positive experience for me.”



Jaidyn, Residence Assistant

Introduction to Residence Life

What is Residence Life?

Residence Life is an operational unit under Student Housing Services (SHS). Our mission is to build safe, inclusive, engaging, and educational residence experiences that support community members' connection and holistic development. We believe that working to establish strong communities that consist of shared experiences, lasting connections, and an appreciation for individual diversity and identity is key to the success of our students!

Working on Residence Life Staff will provide you with numerous opportunities to learn and grow outside of the classroom environment. As a student leader, you will be able to build meaningful connections, develop your leadership skills, and contribute to a positive residence environment.



Who are Residence Life Staff?

Residence Life Staff (RLS) are invaluable to the Residence Life program and provide a range of support to students and our residence communities. RLS work throughout the academic year to provide a safe, fun, and memorable experience for all residence students. Throughout the many roles available, RLS provide key functions such as on-call responsibilities, wellness support, mentorship, educational awareness, residence-wide activities and community building.

Candidate Requirements

In order to be eligible for a position on Residence Life Staff, applicants must meet the following requirements:

Full-Time Student

- All RLS must be a full-time undergraduate or graduate student at the University of Guelph during the term of your employment.

Grade Average

- All RLS positions require a minimum grade average.
 - If you are applying for a Senior Cluster Leader or Cluster Leader role, you must hold a minimum cumulative and semesterly academic average of 70%.
 - If you are applying for any other Residence Life Staff role, you must hold a minimum cumulative and semesterly academic average of 65%.

First Aid and CPR

- All RLS must obtain Emergency CPR C and First Aid that remains up to date for the duration of their contact period.

Conduct History

- All RLS must be in good judicial standing on campus and not hold a significant residence or campus conduct history.

Residence Application and Deposit

- All RLS who are required to live in residence must submit their residence application and deposit by the established deadline. RLS are required to pay all residence related fees.
 - Information on the residence application and deposit is available at <https://housing.uoguelph.ca/future-residents/how-apply>

Criminal Reference Check and/or Vulnerability Check

- RLS required to have a criminal reference check will be notified after they have been offered a position.

Important Dates

- RLS must be available for the following important dates:
 - Residence Life Staff Orientation tentatively on April 2nd, 2025.
 - On-Campus Training tentatively from Saturday, August 16th, 2025 to Thursday, August 28th, 2025.
 - Residence Move-In tentatively from Friday, August 29th to Sunday, September 1st, 2025.
 - January Training tentatively from Friday, January 2nd to Sunday, January 4th, 2026.
- Other occasions in which RLS can expect to have role responsibilities include:
 - Homecoming, Halloween and St. Patrick's Day
 - House Calls Program
 - Fall and Winter Exam Periods
 - Fall and Winter Reading Breaks

Job Descriptions

Before applying to any RLS position, please review the full job descriptions available at <https://housing.uoguelph.ca/rls>.

We have several roles across RLS that all work to support positive residence experiences and communities. We encourage you to read the job descriptions and attend information sessions to familiarize yourself with the different opportunities available!

Times and locations for our upcoming information sessions are also available at <https://housing.uoguelph.ca/rls>. These sessions will provide you with important information about role responsibilities, the hiring process, and important dates. We also invite current RLS members to speak about their experiences and answer questions you may have about their roles.



Compensation Information

Compensation for RLS roles is comprised of a few different factors. Please note that the compensation rates listed below are indicative of the 2024-25 contract year and are subject to change for the 2025-26 contract year. Finalized compensation amounts will be communicated in Summer 2025.

- **Salary** – Salaried RLS receive bi-weekly pay via direct deposit. Please see the chart below for the role-specific salaries from the 2024-25 contract year.
- **RLS Meal Stipend** – Live-on staff also receive an RLS Meal Stipend. This Stipend eliminates the need to have to purchase a meal plan for those who do not wish to. This Stipend is intended to help cover the costs of any meals RLS may incur during the course of their jobs, such as dinners with your community, having coffee with students, or attending team socials over a meal. Some RLS may choose to add more money to top up to their desired meal plan amount. The RLS Meal Stipend for 2024-25 was valued at \$4200.00 (the cost of the Basic Food Dollars of a Minimum sized meal plan for the academic year).
- **August Training Stipend** – The Training Stipend is compensation for time spent in August Training. The amount received is determined based on the days present at training. The August Training Stipend for 2024-25 was \$1,158.50 (less any taxes and deductions) for the completion of all online and in person RLS training requirements. Meals are also provided for all days that training is scheduled.
- **RLS Room Rate** – Live-in staff pay a consistent room rate regardless of their placement on campus. This rate is typically equivalent to the lowest standard room rate on campus. The RLS Room Rate for 2024-25 was \$9420.00 for the contract year, or \$4710.00/semester.

For Returning RLS in salaried positions, who are returning to the same role, they will receive an additional \$50/month for every year (two 4-month terms) they are in the role, up to a maximum of an additional \$800 per year. This can look like the following:

- 1st Year on RLS: staff will receive the base pay.
- 2nd Year on RLS: staff will receive the base pay plus \$400 per academic year.
- 3rd+ Year on RLS: staff will receive the base pay, plus \$800 (max.) per academic year.



Residence Life Staff Positions – Required to Live In Residence
Roles for New or Returning Staff

Positions	Key Responsibilities	Remuneration (2024-25)	Approximate Number of Positions	Deadline to Apply
Residence Assistant (RA)	<ul style="list-style-type: none"> Supports a community of students in their residence area. Leader and role model for residence students. Plans and facilitates events and programs for residents. Completes overnight on-call shifts. 	RLS Salary (\$9821.44/Academic Year*); August Training Stipend; RLS Meal Stipend; Standardized RLS Single Room Rate	~100* *Includes both New and Returning RAs.	Sunday, January 5, 2025 at 11:59 PM
Residence Assistant – Living Learning Communities (RA-LLC)	Completes same job expectations as Residence Assistants, plus: <ul style="list-style-type: none"> Provides themed programming to students in our Living-Learning Communities. Available Living Learning Communities may include: Arts House, Eco House, French House, Indigenous House, and International House.	RLS Salary (\$11,216.58/Academic Year*) August Training Stipend; RLS Meal Stipend; Standardized RLS Single Room Rate	~5	Sunday, January 5, 2025 at 11:59 PM
Cluster Leader	<ul style="list-style-type: none"> Supports a community of students in their residence area, with a focus on academic skills and resources. Leader and role model for residence students. Plans and facilitates academic events and academic programs for residents. Staffs Academic Support Centres. 	RLS Salary (\$6924.14/Academic Year*); August Training Stipend; RLS Meal Stipend; Standardized RLS Single Room Rate	~20	Sunday, January 5, 2025 at 11:59 PM

*An academic year refers to the Fall 2025 and Winter 2026 semesters combined.

Residence Life Staff Positions – Required to Live In Residence

Roles for Returning Staff or New Applicants with Significant Leadership Experience

Positions	Key Responsibilities	Remuneration (2024-25)	Approximate Number of Positions	Deadline to Apply
Returning Residence Assistant (RA)	<ul style="list-style-type: none"> • Supports a community of students in their residence area. • Leader and role model for residence students. • Plans and facilitates events and programs for residents. • Completes overnight on-call shifts. 	RLS Salary (\$9821.44/Academic Year*); August Training Stipend; RLS Meal Stipend; Standardized RLS Single Room Rate	~100* *Includes both New and Returning RAs.	Sunday, January 5, 2025 at 11:59 PM
Senior Residence Assistant (RA)	Completes same job expectations as Residence Assistants, plus: <ul style="list-style-type: none"> • Provides additional leadership and coaching to their building team. • Leads section meetings on their building team. • Prepares Residence Life Staff on call schedule. 	RLS Salary (\$11,216.58/Academic Year*); August Training Stipend; RLS Meal Stipend; Standardized RLS Single Room Rate	~15	Sunday, November 10, 2024 at 11:59 PM
Community Assistant (CA)	<ul style="list-style-type: none"> • Provides leadership and coaching to their building team or Living Learning Communities team. • Facilitates student conduct meetings. • Leads section meetings on their building team. • Prepares Residence Life Staff on-call schedule. • Completes overnight on-call shifts. Plans and facilitates building-wide programming. 	RLS Salary (\$12,121.74/Academic Year*); August Training Stipend; RLS Meal Stipend; Standardized RLS Single Room Rate	~6	Sunday, November 10, 2024 at 11:59 PM

*An academic year refers to the Fall 2025 and Winter 2026 semesters combined.

Residence Life Staff Positions – **Required to Live In Residence**

Roles for Returning Staff or New Applicants with Significant Leadership Experience

Positions	Key Responsibilities	Remuneration (2024-25)	Approximate Number of Positions	Deadline to Apply
Senior Cluster Leader (CL)	Completes same job expectations as Cluster Leaders, plus: <ul style="list-style-type: none"> • Provides leadership and coaching to Cluster Leaders. • Leads section meetings for Cluster Leaders. • Organizes large-scale academic programs. 	RLS Salary (\$8000/Academic Year*); August Training Stipend; RLS Meal Stipend; Standardized RLS Single Room Rate	~4	Sunday, November 10, 2024 at 11:59 PM

*An academic year refers to the Fall 2025 and Winter 2026 semesters combined.

“You truly impact the lives of so many students in ways you could never imagine.”

“Being a part of RLS for past 3 years has been such a rewarding experience, as you truly impact the lives of so many students in ways you could never imagine. Having been in both the RA and CL role, I have had the unique opportunity to interact with students in a variety of ways, both personally and academically, truly getting to know who they are. I've especially loved being a CL for the past two years, as I have been able to witness students thrive academically and discover the career paths they want to pursue. These experiences have continuously inspired me, helped me develop valuable life skills, and fostered lifelong friendships with my team members along the way. I am grateful for my time with RLS and all the opportunities it has provided me.”



Gabby, Cluster Leader

Residence Life Staff Positions – Not Required to Live In Residence

Positions	Key Responsibilities	Remuneration (2024-25)	Approximate Number of Positions	Deadline to Apply
Programming Office Staff (POS)	<ul style="list-style-type: none"> Staffs the Residence Programming Office. Helps support campus-wide events. Supports other Residence Life Staff members with their programming efforts. <p>*The Programming Office Staff role is live-on optional, meaning if you are successful in the process a residence space will be available to you at the standard rate.</p>	RLS Salary (\$6,924.14/Academic Year*)	~5	Sunday, November 10, 2024 at 11:59 PM
Community Standards Assistant (CSA)	<ul style="list-style-type: none"> Provides administrative support to the Residence Behaviour and Wellness Manager in the management of the Residence Community Living Standards (RCLS). Helps process educational outcomes as part of the residence conduct process. 	Starts at \$17.50/Hour	~1	Sunday, November 10, 2024 at 11:59 PM
Seminar Facilitator (SF)	<ul style="list-style-type: none"> Creates and delivers educational seminars as part of the residence conduct process. 	Starts at \$17.50/Hour	~1	Sunday, November 10, 2024 at 11:59 PM
Duty Staff	<ul style="list-style-type: none"> More information to come in Winter 2025! 			
Guest Registration and Door Staff	<ul style="list-style-type: none"> More information to come in Winter 2025! 			

*An academic year refers to the Fall 2025 and Winter 2026 semesters combined.

Hiring Process Overview

For all RLS positions, candidates can expect to complete both an online application and engage in a synchronous interview. The application process will involve answering some written questions about the role(s) you are applying for. If your application is selected to move forward, you will be invited to an in-person interview(s) for the position(s) for which you are being considered.

Please be advised that applications submitted for any Residence Life Staff position must be original and created by the applicant. Any application that is found to plagiarize AI-generated content may not be considered in the hiring process. In Residence Life, we value your personal knowledge and skills, and look forward to reviewing an application that is genuine to you and your experiences.

Application Information

There are three applications and related timelines for RLS roles.

Application Round	Positions Accepting Applications	Application – Opening Date	Application – Closing Date
Application #1	<ul style="list-style-type: none"> • Community Assistant • Senior Residence Assistant • Programming Office Staff • Senior Cluster Leader • Community Standards Assistant • Seminar Facilitator 	Monday, October 28th, 2024	Sunday, November 10th, 2024 at 11:59PM
Application #2	<ul style="list-style-type: none"> • Residence Assistant • Residence Assistant – Living and Learning Communities • Cluster Leader 	Monday, November 11th, 2024	Sunday, January 5th, 2025 at 11:59PM
Application #3	<ul style="list-style-type: none"> • Duty Staff • Guest Registration and Door Staff 	Winter 2025 (To Be Determined)	Winter 2025 (To Be Determined)

In the RLS application process, you will not be asked to submit a resume or cover letter.

Hiring Process Overview

Interview Information

The in-person interview portion of our hiring process is meant to allow Residence Life to better understand your leadership experiences and skillset. Interviews will be scheduled for 30-45 minutes depending on the role applied for. Interviews will be conducted by the Residence Life Management Team and Senior RLS. You will be the only candidate in your interview - there are no group interviews in the RLS hiring process.

Interview questions will differ based on the role applied for but may include scenario-based questions and questions where you are asked to speak to your skillset and leadership experiences in the areas of relationship-building, critical thinking and problem-solving, communication, fundamentals of inclusion, and self-management and balance.

We are committed to ensuring an accessible interview process. In the event that you are offered an interview and require accommodation, please contact Residence Life at residencelife@uoguelph.ca.



Frequently Asked Questions

Can I apply to multiple RLS positions?

Yes, you may apply to any RLS position in which you meet the candidate requirements and you feel is aligned with your skills and experiences. Please note that some positions (including Community Assistant, Senior Residence Assistant, Senior Cluster Leader, Programming Office Staff, Community Standards Assistant, and Seminar Facilitator) encourage applications from returning Residence Life Staff and new applicants with significant leadership experience.

Why am I being asked to rank my preferred positions?

If successful, you will only be offered one position on Residence Life Staff, even if you apply for multiple. If you have applied to and qualify for multiple positions, you will be offered the position for which you ranked as your highest interest.

I would like to apply to be on RLS however I will be on co-op/exchange for either the Fall 2025 or Winter 2026 semester. Can I still apply?

We do accept applications for one semester RLS. Where all things are equal, preference will be given to candidates who are able to complete one full academic year in the role.

Can I request to live, or work, in a specific building?

Our primary goal is to create strong and well-balanced staff teams. All of our residence buildings provide the opportunity to engage with students and enhance their residence experience. If you require housing or job accommodations, you will be asked to indicate this to us after an employment offer has been made.

“Becoming an RA has been transformative.”

“Becoming an RA has been transformative and has positively influenced multiple components of my time at the University of Guelph. My closest friends have been my colleagues, and this position has provided me with opportunities to be an involved member in the university community. This will be one of the most prominent memories of my undergraduate experience as I look back on my time spent at UofG.”



Lucas, Residence Assistant

Privacy Statement

Personal data collected during the application and interview process is solely for the purpose of applying for a Residence Life Staff position and will be destroyed in accordance with the Student Housing Services Privacy Policy.

If you have any questions about the use of this information - please contact Residence Life at residencelife@uoguelph.ca.

Resources for Interview Support

We understand that everyone will approach an interview process with differing levels of experience and comfort. To help you prepare for a potential interview, we encourage you to take a look at the resources below.

- Application and Interview Preparation (Experiential Learning Hub)
 - <https://cecs.uoguelph.ca/know-yourself-job-and-information-about-organization>
- Interview Basics and Tools (Experiential Learning Hub)
 - <https://cecs.uoguelph.ca/students-alumni/resumes-interviews-more/interviews>
- Common Interview Mistakes (Experiential Learning Hub)
 - <https://cecs.uoguelph.ca/common-interview-mistakes>
- Mock Interviews (Experiential Learning Hub)
 - <https://cecs.uoguelph.ca/students-alumni/resumes-interviews-more/interviews>



Contact Information



Residence Life

Email: residencelife@uoguelph.ca

Phone: 519-824-4120 ext. 52351

Contact information for our Residence Life Management Team is available at <https://housing.uoguelph.ca/residence-life/contact>.