

## 2023/2024 Residence Advisor (RA) Position

### **Application Information**

It is important that you read all the information provided in the application package prior to completing and submitting your application, including:

- Eligibility
- Pay
- Application Submission
- Interviews
- Inquiries

### **Eligibility**

Individuals representing the diverse student populations at University Family Housing will be sought to fill available RA positions. The RA work term is from August 21, 2023, to August 20, 2024.

The Residence Advisor must be enrolled as a full-time student at the University of Toronto and must remain a full-time student for the duration of their contract. Preference will be given to those who have studied at the University of Toronto for more than one year.

Applicants must live at either 30 or 35 Charles Street West. Preference will be given to those who have lived at 30 or 35 Charles Street West for more than one year.

Academic excellence and demonstrated leadership skills are assets. Strong interpersonal skills and previous experience working in a residence environment are preferred.

### **Pay**

The annual RA salary is \$10,300 minus applicable deductions paid in monthly installments. An additional \$500 minus applicable deductions will be paid by October 31, 2023 to compensate RAs for mandatory training.

### **Application Submission**

To apply for the University Family Housing Residence Advisor position, you must submit the following to [communications.ufh@utoronto.ca](mailto:communications.ufh@utoronto.ca):

1. A pdf cover letter (max. one page) that includes a description of why you are applying and why you believe you are a suitable candidate for this position;
2. A pdf of a current resume (max. two pages);
3. The online application form (will automatically be submitted to the Residence (Housing) Life Coordinator available at: <https://forms.office.com/r/6JX6bSxaST>)

To apply for the University Family Housing Residence Advisor position, you must also arrange for two letters of reference to be submitted on your behalf. Each referee must submit their letter of reference independently. All letters of reference must be received by 5:00 pm on Tuesday, August 8, 2023. Please ask these references to send their letters from an official company email to the Residence (Housing) Life Coordinator, University Family Housing at [communications.ufh@utoronto.ca](mailto:communications.ufh@utoronto.ca). If this is not possible, please email the same address directly to assess the situation.

**Deadline for all submissions: Tuesday, August 8, 2023, at 5:00PM**

Resumes and cover letters should be submitted in one email as .pdf files, labelled with the applicants last name, first initial and type of file (e.g., smithjresume). All references should be submitted via email by the referee directly. The online application will be submitted automatically but must be completed before the deadline. Late packages will not be considered. Please submit all documents to:

- Residence (Housing) Life Coordinator, Education & Communication
- Email: [communications.ufh@utoronto.ca](mailto:communications.ufh@utoronto.ca)

### **Interviews**

**Only applicants selected for an interview will be contacted. Candidates will be emailed to set an interview time.** First-round interviews will be held virtually via Microsoft teams (or an alternative video conferencing service).

### **Inquiries**

If you have any questions, please email [communications.ufh@utoronto.ca](mailto:communications.ufh@utoronto.ca).