

RF Hiring Information Session

Presented by the Department of Housing
and Residence Life Services



Carleton
University

Housing and Residence
Life Services

Learning Outcomes

- Identify the various responsibilities of the Residence Fellow and Equity, Diversity, and Inclusion Community Leaders positions
- Describe the value of RFs and EDI CLs within the Residence community
- List at least three tips on how to be successful in the application/interview process

Our Mission

Housing and Residence Life Services works to create a student focused residence community and strives to continuously provide quality service to support our residents. We are committed to providing opportunities for personal growth while promoting a safe and inclusive living environment.



How We Achieve Our Mission - Our Curricular Approach

Educational Priority:

- Develop resilient and inclusive leaders who belong and meaningfully contribute to their communities

Learning Goals:

- Personal Development
- Strengthening Indigenous Awareness
- Strengthening Equity, Diversity, and Inclusion
- Community Engagement



Strategies to Provide Learning Opportunities



RF Chats



Community Meetings



Shared Spaces
Agreement



Student Led Initiatives

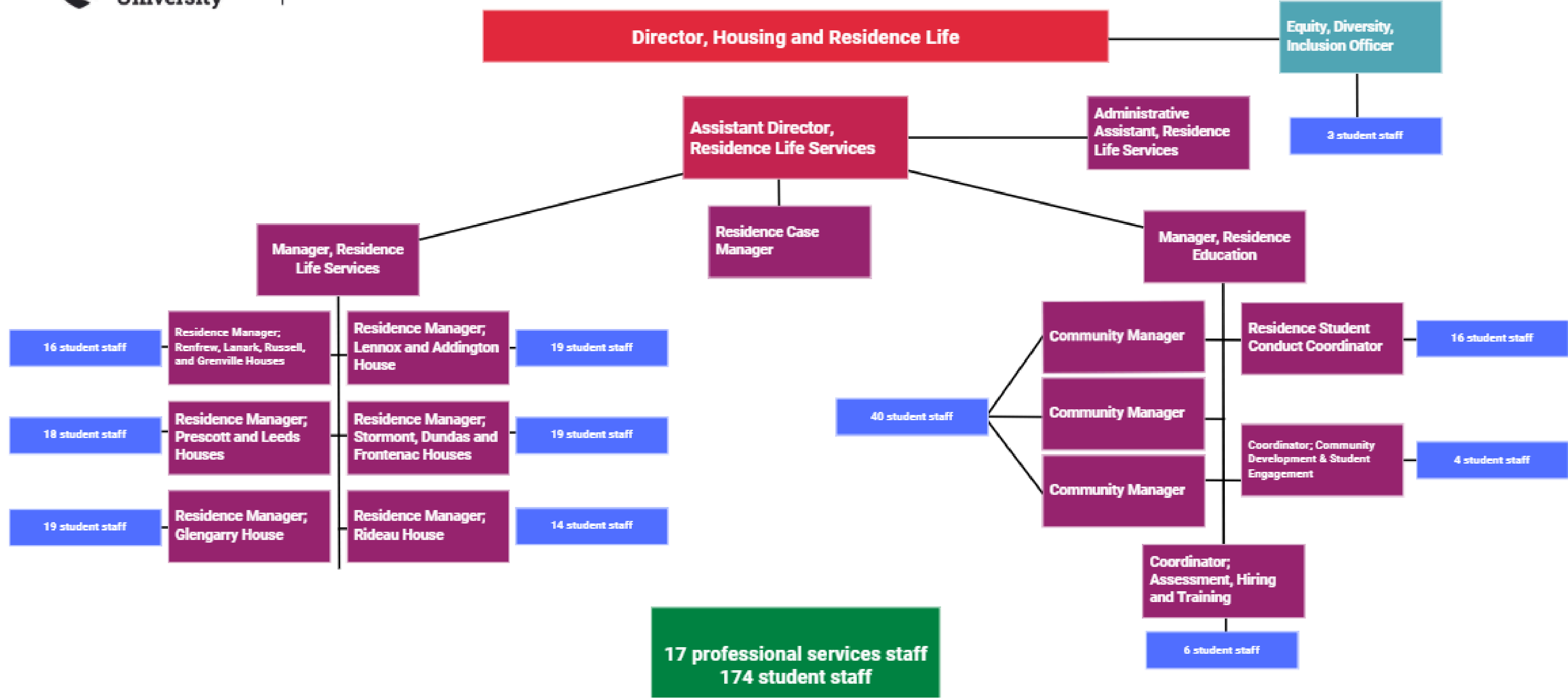


And More!...

Our Team



Housing and Residence
Life Services



Residence Managers



- Live-in staff who supervise and support Residence Fellows
- Participate in an on-call rotation
- Assigned a respective building(s) for which they are responsible
- Meet with students for conduct violations and student support conversations
- Assist with the facilitation of student staff training and hiring

What is a Residence Fellow?

Residence Fellow Role

- Student staff that live on assigned floors
- Connect with students on a frequent basis
- Provide learning opportunities for students
- Implement programming
- Support students with a variety of concerns
- Address conduct concerns in the community
- Frontline support while on-call



What Does it Mean to be a Residence Fellow?



Role Model



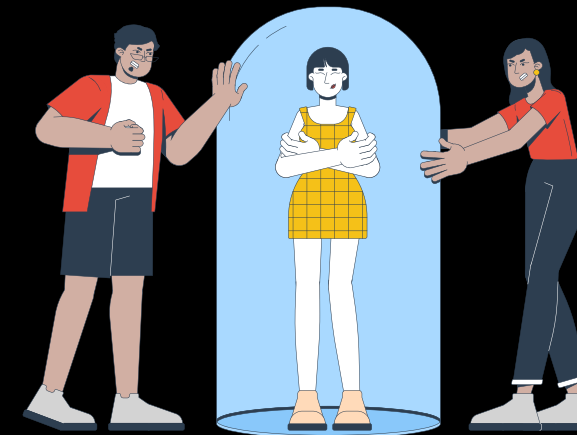
**Open & Honest
Communication**



**Weekly Team &
1:1 Meetings**



**Lifestyle
Commitment**



**Boundary
Setting**

What is an Equity, Diversity, and Inclusion Community Leader?

Equity, Diversity, and Inclusion Community Leader Role

- Student staff, part of the Leadership Team
- Connect with students and staff on a regular basis
- Oversee EDI-related Residence Wide Initiatives
- Develop engaging social media posts and reels
- Connect with campus partners for opportunities for equity-seeking groups
- Chair residence committees (i.e. EDI Committee) and coordinate Affinity Groups



What do You Gain as a Residence Life Staff?

Some Trainings:

- SafeTalk
- Equity, Diversity, and Inclusion
- Responding to Sexual Violence
- Mediation
- Professionalism

Transferable Skills:

- Crisis intervention
- Teamwork & Leadership
- Event Planning
- Conflict Resolution
- Critical Thinking & Problem Solving
- Active Listening



The Ideal Candidate for RF & EDICL Roles

Our student population is over 3600 students,
so we want to ensure our staff caters to the
entire population



General Traits We Look For:

- Positive Attitude
- Resilient & Adaptable
- Open-minded
- Positive Role Model
- Approachable
- Good Communication Skills



The Hiring Process

Hiring At a Glance

Submit your Application

Submit your application on eRezLife by

Jan 6, 2026 at 12pm (RF)

Jan 13, 2026 at 12pm (EDICL)

Job Offer

Once all interviews are complete, you will receive a hiring decision around

Mid-Feb 2026

1

2

3

4

Interview Invitation

If successful, you will be invited by **mid-Jan**

2026 to participate in an interview

Onboarding

After accepting your job offer, you'll be invited to an in-person **Meet & Greet** with the 2026-2027 team. You will also be required to complete a **Spring Orientation** module.

Application Tips



Highlight your **transferrable** skills:

- Connect your skills/past experience to the Residence Fellow Role
- Refer to the job description
- Proofread your cover letter, resume, and application questions
- Avoid misuse of AI tools
- Visit Career Services for additional tips!
 - carleton.ca/career/

Interview Tips

- Practice and prepare
- Dress professionally
- Incorporate the “Why”
- Explain both individual and team perspectives
- Reflect on the year-long commitment
- Be yourself
- Visit Career Services for additional interview tips!

<https://carleton.ca/career/job-search/prepare-for-an-interview/>



The background features a series of thick, curved stripes in red and white, creating a dynamic, wavy pattern that flows from the top left towards the bottom right.

Questions?