



# RF Hiring Info Session

Presented by the Department of Housing and Residence Life Services



**Carleton**  
University

Housing and Residence  
Life Services

# Learning Outcomes

1

Describe the value of Residence Fellows within the Residence community

2

Identify the various responsibilities of the Residence Fellow position

3

List at least three tips on how to be successful in the application/ interview process

4

# 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 Do It - 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



Residence Fellow Chats



Community Meetings



Shared Space Connections

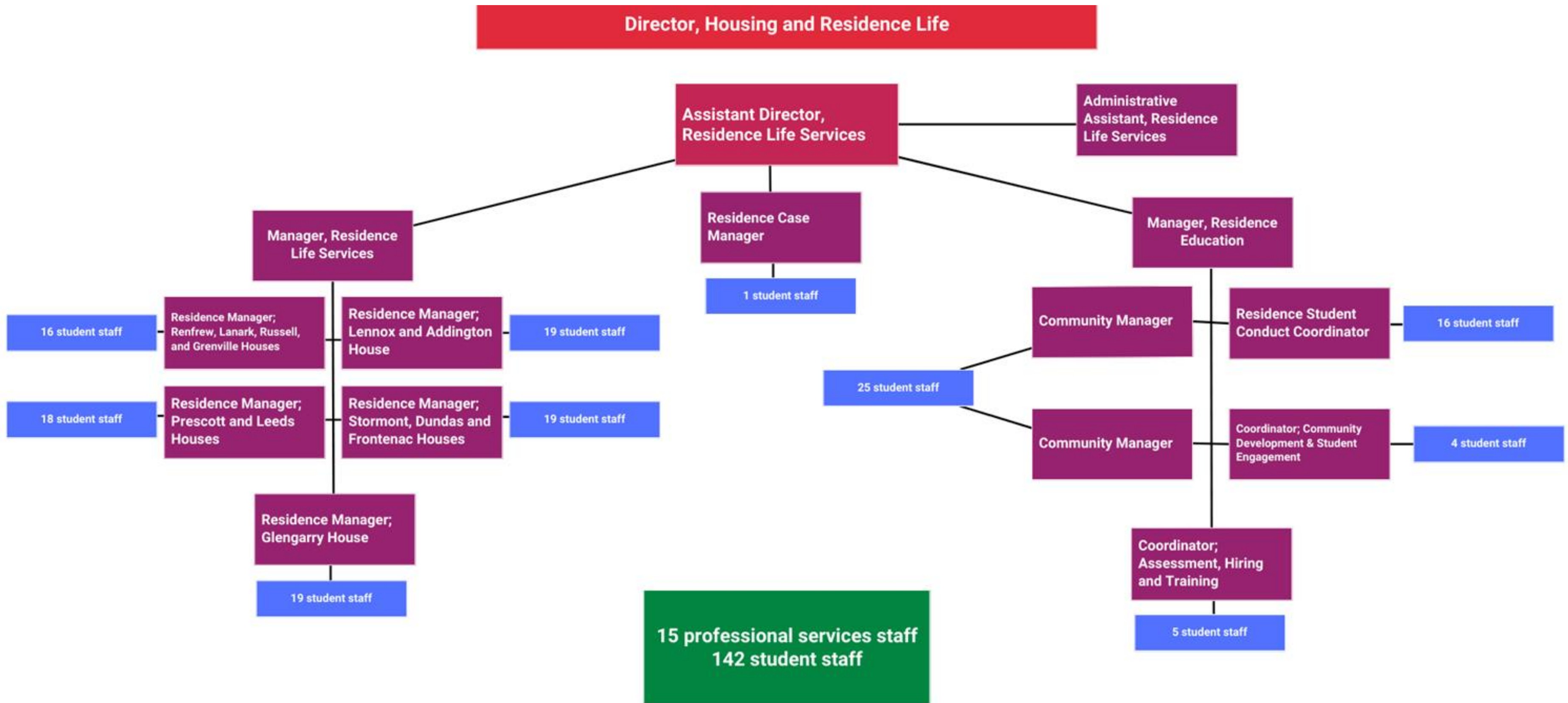


Student Led Initiatives



**And more!**

# Our Team



# Residence Manager

- 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?**

A decorative graphic at the bottom of the slide consisting of several overlapping, wavy, horizontal bands of red and black, creating a sense of movement and depth.



# Residence Fellow Role

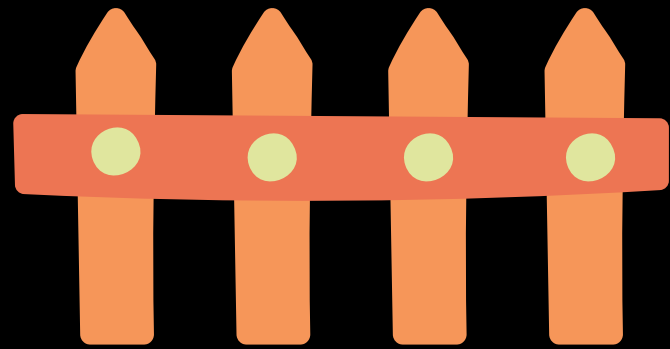
- Student staff that live on assigned floors
- Connect with students on a frequent basis
- Provide learning opportunities for students
- Implement programming
- Support students with a variety of concerns
- Address conduct concerns in the community
- Frontline support while on-call



# What Does it Mean to be a Residence Fellow?



Lifestyle  
Committment



Boundary  
Setting



Weekly Team &  
1:1 Meetings



Open & Honest  
Communication



Role  
Model

# What do You Gain as a Residence Fellow?

## Trainings

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

## Transferrable Skills

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



# The Ideal Candidate



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



# Hiring Process

# Hiring At a Glance

## Interview Invitation

If successful, you will be invited by mid-Jan 2025 to participate in an interview

## Spring Orientation

Once you accept your job offer, you'll be required to complete a Spring Orientation module

1

2

3

4

## Submit your Application

Submit your application on eRezLife by **Jan 7, 2025 at 12pm**

## Job Offer

Once all interviews are complete, you will receive a hiring decision around mid-Feb 2025

# 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/](https://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!
  - [carleton.ca/career/](http://carleton.ca/career/)





The background is a solid red color with several thick, white, curved stripes that sweep across the frame from the bottom left towards the top right. The stripes vary in width and curvature, creating a dynamic, abstract pattern.

**Questions?**