

# Campus Housing Student Staff Application Guide

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We're so excited that you've decided to apply for a student staff role within Campus Housing! This application guide will outline all the components of the application process. We encourage you to read through this guide fully before starting your application. Orienting yourself to the component of the application will give you an opportunity to reflect and prepare your answers before starting the application form. This will save you time and ensure that your application accurately reflects your gifts and talents. We want you to be able to showcase all the amazing things that make you unique while at the same time demonstrating how those skills can be applied to the roles you are interested in.

If after you've gone through this guide you still have questions about the application process, please email [hirehousing@uwaterloo.ca](mailto:hirehousing@uwaterloo.ca). One of our Program & Resource Co-ordinators will be more than happy to support you through the application process.

## Recruitment Process for New Candidates

Below is an outline of the various steps in the recruitment process for your reference:

1. Applications open November 25, 2024.
  - a. When you initiate your application, you will have 7 days to complete all of the components in the form.
  - b. The two components you will want to prepare ahead of time are your written responses (see questions below) and your resume/cover letter.
2. Applications close at 12:00pm (noon) January 20, 2025.
  - a. Please ensure that your application form is completed by this date/time. We will not process applications after the deadline.

## Resume & Cover Letter

All those applying to Campus Housing Student Staff roles (new and returning) require the submission of a resume and cover letter. Please format these in a single PDF- 1 page resume and a 1-page cover letter.

**Remember to tailor your resume and cover letter to the position/s you are applying for.**

Below are some resources to help you prepare your submission.

- Have little to no work experience? I have some work experiences, but would still like some tips on how to build a great resume? Not sure what to include in a cover letter?
- Check out this resource - <https://careerhub.uwaterloo.ca/sections/Marketing/building-a-great-resume-with-little-to-no-work-experience.aspx>

## Application Questions

Depending on the role(s) you are applying for there will be several short answer questions you will need to prepare for. Below is a chart outlining the questions you will find in the application; each column includes the questions associated with that position. Please ensure you draft your responses to these questions before starting the application.

The following block of questions applies to new applicants only. If you have held a position in Campus Housing in Student Development & Residence Experience (this includes Front Desk Assistant, Peer Leader, Residence Life Don, Residence Engagement Leader and/or Tutor Program Assistant) these questions will not apply to you.

1. We all have had situations where we have had to support another person. In 250 words describe a time that you supported someone. How did you support the person and what did you learn from this experience? Be sure to connect your response/experience to all position(s) you are applying for.
2. “Sometimes we win, sometimes we learn”. In 250 words or less. Tell us about a time when something did not go the way you hoped or expected it to go. Describe how you addressed the situation and what you learned. Be sure to connect your response/experience to all position(s) you are applying for.
3. In Campus Housing we work together with individuals from various teams and are on a team ourselves. In 250 words or less, explain three things (example: traits, skills, strategies) that you think are essential for creating and sustaining a collaborative team environment. Be sure to connect your response/experience to all position(s) you are applying for.

All the best!