

# Campus Housing Student Staff Application Guide

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.

## Resume & Cover Letter

All those applying to Campus Housing Student Staff roles for the first time require the submission of a resume and cover letter. Please format these in a single Word doc or PDF.

Below are some resources to help you prepare your submission.

Have little to no work experience?

Have some work experience, 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>

### Applying to return to the Desk Services Team as a Front Desk Assistant?

As a candidate with previous experience as a Front Desk Assistant, please reflect on the following questions and include your answers in your cover letter:

- What is your motivation/inspiration for wanting to return to the FDA team?
- What is one way you can improve the student experience at the Front Desk if you return to the team?
- What is one action you can take as a returning staff member to support new members of the team?

## 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.

<b>Residence Life Don: Undergraduate &amp; Graduate Residence Engagement Leader</b>	<b>Tutoring Program Assistant</b>	<b>Peer Leader</b>
<p>In 250 words or less, please describe what you have learned from your experience in residence with the University of Waterloo and/or any relevant work/volunteer experience. Explain how these experiences will help you go above and beyond to fulfill the role(s) you have applied for.</p>	<p>In 250 words or less, please describe what you have learned from your experience in residence with the University of Waterloo and/or any relevant work/volunteer experience. Explain how these experiences will help you go above and beyond to fulfill the role(s) you have applied for.</p>	<p>In 250 words or less, describe your motivation for applying for this role and what skills or experiences you hope to gain from the Peer Leader role?</p>
<p>In 250 words or less please list all past and present on-campus involvement (e.g. residence council, clubs/societies, faculty involvement etc.).</p>	<p>In 250 words or less please list all past and present on-campus involvement (e.g. residence council, clubs/societies, faculty involvement etc.).</p>	<p>In 250 words or less, how would you support your students academically in the Living-Learning community, provide specific examples.</p>
<p>In 250 words or less, what do you think are the characteristics of a good Residence Life Don? Explain how you would demonstrate these characteristics in the position.</p>	<p>In 250 words or less, what do you think are the characteristics of a good Tutoring Program Assistant? Explain how you would demonstrate these characteristics in the position.</p>	<p>In 250 words or less, what skills do you have that address the needs of the Living-Learning community you would be supporting as a Peer Leader?</p>