Residence Ambassador Job Description and Application

***Residence Ambassadors (RA) are the first people that prospective and incoming students meet when they visit Campus Housing! That means they get to show their UWaterloo and residence pride on a regular basis!***

RAs are insightful, enthusiastic, and charismatic individuals who are passionate about sharing their residence experience! RAs are responsible for giving campus visitors engaging and informative tours of the residence facilities and sharing their stories and experiences. You will work closely with the Coordinator, Residence Ambassadors and other members of Campus Housing's Marketing team to build your resume with relevant and transferrable skills.

**In the fall and winter terms, you must be living in residence to apply as you will be showing visitors your room as part of the tour. If interested in the spring term, you do not have to be living in residence for the spring term to apply, although students who have lived in Campus Housing previously are preferred.**

* The Residence Ambassador program provides a part-time paid leadership opportunity to students and is a great way to get involved in your university and residence community.
* Residence Ambassadors will be offering regular in person residence tours and (optional) creating content on campus
* Residence Ambassadors also support our single-day large on-campus recruitment events (Fall Open House – November 25, March Open House – March 23, You @ Waterloo Day – May 25) if the event falls when they are working as RAs.
* **For this position we're looking for:**
	+ Someone who is passionate about the residence experience, and is enthusiastic about promoting residence to prospective students
	+ Someone who is excited by the chance to share their experiences and stories
	+ Someone who has strong time management and organization skills, can follow instructions, and is willing to adjust to feedback
	+ Someone who is an excellent and confident communicator
	+ Someone who can effectively lead large groups
	+ Someone who is a team player
	+ (Optional) Someone who is willing to record live footage and photography and have the recorded content shown to parents, prospective, and incoming students
	+ (Optional) Someone who is/wants to be a video content creator

**What you'll do:**

* Provide insightful and engaging in-person residence tours
* Serve as a face for Campus Housing and provide excellent customer service to prospective University of Waterloo students and their families.
* Work alongside our Desk Services team to ensure tours start and end on time.
* Work alongside the Visitors Centre Student Ambassadors who bring visitors to residence as part of the overall campus tour.
* Work large-scale main campus events for future students (e.g., Fall Open House, March Open House, You @ Waterloo Day) for the full day
* Attend ongoing training sessions (various formats)
* Create digital content when opportunities arise

**Rate of pay:**$16.60 per hour
**Time Commitment**: Varies depending on each student's availability; will only occasionally exceed 8 hours a week

**To apply for Spring 2024, please complete the application form here:** <https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_3mVeLTKbl2mcvXg>.

Students who would like to apply for this job must first obtain a social insurance number or have already applied for a social insurance number and will receive it before the start of the term they are applying to work with us.

**We encourage you to apply early. Priority will be given to early applications.**

*The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is co-ordinated within our Office of Indigenous Relations.*

*The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuk (Inuit), Black, racialized, a person with a disability, women and/or 2SLGBTQ+.*

*The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact* *hirehousing@uwaterloo.ca**.*