Special Event Residence Ambassador Job Description and Application

Special Event Residence Ambassadors (SERA) are the first people that prospective and incoming students meet when they visit Campus Housing during special event days (i.e., Fall Open House, March Open House, and You @ Waterloo Day). That means they get to show their UWaterloo and residence pride to hundreds of people in a day.

Special Event Residence Ambassadors (SERA) are insightful, enthusiastic, and charismatic individuals who are passionate about sharing their residence experience. SERAs are responsible for directing visitors to specific residences, staffing the Campus Housing tent on ring road, and giving 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.

**This is a 1-day position. In the 2024 academic year, SERAs are needed for the following events:**

* **Fall Open House (Saturday, November 25)**
* **March Open House (Saturday, March 23)**
* **You @ Waterloo Day (Saturday, May 25)**

**There are many openings for this position. This is a great way to get involved.**

**We are looking for someone who:**

* is passionate about the residence experience, and is enthusiastic about promoting residence to incoming students
* is excited by the chance to share their experiences and stories
* is an excellent and confident communicator
* has strong time management and organization skills
* can effectively lead large groups
* is a team player
* is punctual

**What you'll do:**

* Participate in at least one of our major on-campus recruitment events
* Attend training sessions before the event(s)
* Provide insightful and engaging in-person residence tours, including showing your own room (for November and March events)
* Staff the Campus Housing tent on the ring road; interact with incoming first year students and families; direct people to specific residences
* Serve as a face for Campus Housing and provide excellent customer service to incoming students and their families.

**Rate of pay:**$16.60 per hour
Time Commitment: 5 – 8 hours on an event day; 3-4 hours for training in the week before

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 at least 3 weeks before the event they’d like to work.

**To apply, please complete the application form here:** <https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_eb60nvYFIuJ2Cy2>

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**.*