Residence Student Staff Appointment and Placement Guidelines

Priority for appointment or reappointment as a Residence Student Staff member is in accordance with the Letter of Understanding – Residence and Housing Proposal. In allocating Residence Student Staff member positions, the Department of Residence and Housing will take into account the following:

- Residence Student Staff member’s years of service
- Residence Student Staff member placement requests
- Suitability for residence community/building (e.g. student demographics, community need, etc.)
- Employee evaluations
- Adherence to Residence and Housing License Agreement/Residence Contract

Examples of what this looks like in practice

- In practice with the above guidelines and in consultation with Labour Management Meetings, an overarching example of what this could look like is below:

Re-appointment to the current Residence Student Staff position:

- Require letter/indication of interest
  - E.g. form signed by both supervisor and employee indicating in good standing
  - Reflection/letter indicating areas of strength, growth and future interests
  - Rank all living options within residence
    - Employee ranks all eligible living options
    - Residence & Housing prioritizes (when possible) providing re-appointed staff one of their top 3 building type preferences

Appointment to Residence Student Staff position:

- Application process includes
  - Step 1:
    - Require cover letter and resume
    - Requirement to rank all living areas they are eligible for
  - Step 2
    - Shortlisted candidates to advance to interview
  - Step 3
    - Those hired would be placed in remaining spaces (not filled by re-appointed staff)
    - Preference for living area will be taken into consideration as spaces remain