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Residence Life Team
Application Information
Session

Welcome!

Agenda:

- Presentation
- Q&A with current staff members

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Who are we?

Residence Life Management Team

- Residence Life Team Leader – Amber Norman(she/her)
- Residence Life Coordinator – Kaela Koundakjian (they/them)
- Residence Life Coordinator – Trishauna Linton (she/her)

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Positions for 2026-2027

- Resident Assistant (RA)
- Community Assistant- Black Leadership & Excellence (BLX)
- Community Assistant- 2SLGBTQIA+
- Community Assistant – Community Engagement
 - Windsor Inter-Residence Council (WIRC)

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What do the RAs & CAs do?

Key Position Functions

- Community Development, Management & Support
- Programming
- Administration & Communication
- Leadership Development for Residents and Personal Development
- On-Duty Responsibilities and Facilitating Student Conduct Process
- Role Modelling
- Team Development
- Assisting with Residence Facilities
- Other Duties as Assigned

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Are you eligible to apply?

Eligibility Requirements

- Planning to be a full-time University of Windsor student for Fall 2026 and Winter 2027
- Students completing their ECE requirement at St. Clair College are not eligible
- Will have completed a minimum of 1 full academic year of post-secondary education prior to Fall 2025
- Available for in-person training starting Monday, August 24, 2026, no exceptions to this start date will be made (training is Aug 18-29)
- Will have achieved an academic average of a minimum of 65% by Fall 2026
- Students selected for the position are not able to work full time for Welcome Week/Head Start during the summer
- Students looking to volunteer for welcome week need to speak to the residence life team

The Process of Applying

Stage one: Application - Resume, Questions & References

Where to apply: www.uwindsor.ca/residence for instructions

What are we looking for?

- Resume
- Thoughtful answers to the questions in the application
- 1-2 references, 2 preferred
 - Should be someone who knows you, could have worked for/with them, volunteered with, a pastor of a youth group you belong to
 - Second reference can be a RA/CA that you work with (as a DA, in their committee)
 - No family, unless you worked directly for them
 - If you are unable to complete the reference section, please contact: Amber Norman at anorman@uwindsor.ca
- **Applications are Due Thursday, January 15, 2026 by 11:59pm**

Invitations to Interview will be sent out on Friday, January 24th by 4pm.

Only those selected for an interview will be contacted.

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What we look for:

- Leadership & Role Modeling
- Community Building & Interpersonal Skills
- Cultural Competency and Commitment to Equity, Diversity & Inclusion
- Effective Communication & Conflict Management
- Problem-Solving & Critical Thinking
- Time Management & Organizational Skills
- Responsibility & Accountability
- Adaptability & Flexibility

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What's in it for You?

Certificates & Training

- Safe Talk Certification
- Cultural competency, anti-oppression, and diversity training
- Responding to Sexual Misconduct Disclosures training
- More Feet on the Ground Mental Health Training
- Leadership development

Transferable Skills

- Teamwork and collaboration
- crisis management & emergency response
- Customer service and support
- Administrative skills (report writing, program planning)
- Working independently
- Time management and prioritizing tasks

Paid Position

- Rate based on 17hrs/week
- Special Staff housing rate

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Application Process

Stage Two: Formal Interviews will begin end of January

- Interview invitations will be sent out after we review the applications
- Need to sign up for an in person interview
- Interviews will be conducted in groups of 3 and you will rotate between the Residence Life Management Team
- There will be a short presentation component of the interview
- You will be given a list of about 20 potential questions to help you prepare, 5-10 of these questions will be used

What are we looking for?

- We want to get to know you! 😊
- Review the job description and be prepared to answer questions based on your life experiences – what have you done vs. what would you do

Nervous? Stumbling on your words? We aren't evaluating that!

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Decisions

- Decisions and Formal Offers will be sent out on February 6, 2026
- Offers must be accepted by February 24th at 4pm
- All communications will be done via UWindsor email
 - Be sure to check your junk/spam folders!



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Compensation

- **Resident Assistant**
 - Current rate is \$11,000/year
 - Based on 17hrs/week
- **Community Assistant**
 - Current rate is \$11,000 for the academic year
 - Based on 17hrs/week
- Cannot work more than 24 hrs/week total on campus
- You are required to pay for all residence and meal plan fees (special staff rate for residence fees)
- Resident Assistants & Community Assistants are guaranteed a single room with semi-private or private bathroom at a special staff rate

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Current RAs & CAs Answer Your Questions

- Each group will have at least one current member of our RLS
 - They have some questions & answers prepared and can also answer your questions
 - Questions can be about the job or the application process
 - 10 mins & then we will come back here to answer any remaining questions
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- What is your favorite part of the job?
 - What do you find most challenging about the job?
 - Do you have any tips/suggestions for the application process?
 - What do you wish you knew about the job before being in the role?
 - What is something you don't think residents are aware that you do?

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Questions?

Reminders:

- Stage One Applications Due: Jan 15, 2026 by 11:59pm
- Stage Two Formal Interviews: End of January – those selected for an interview will be contacted to select an interview time

All job descriptions and application information available at

www.uwindsor.ca/residence



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