

Hiring Frequently Asked Questions

Applications

A member of the Trent community has told me that they believe I am a good candidate for a role in Housing Services, what should I do with this information?

Check out the job descriptions located on the main hiring page. Take some time to reflect if the role feels right for you, ask questions to your nominator, and proceed forward with the best choice for you! Hopefully these steps lead you to the application page!

How do I apply for each job?

Located on www.trentu.ca/housing/hiring are all the details about the applications. Some application processes include online forms and some do not please see specific role applications for more information.

How do I know which campus I am apply for?

On the applications it asks specifically which campus or both you would be interested in working for. Please select accordingly.

How do I know what unit I am applying for within Housing Services?

Housing Operations

- Housing Admissions Assistant
- Senior Housing Admissions Assistant
- Service Centre Assistant
- Senior Service Centre Assistant
- Facilities Assistant

Residence Life & Education

- Residence Life Don
- Living Learning Community Don
- Experienced Living Learning Community Don
- Experienced Residence Life Don
- Senior Residence Life Don
- Residence Life & Education Assistant

Can I apply for more than one position or more than one housing unit?

Yes, candidate can apply for multiple roles. Candidates must complete an application for each role they are interested in applying for. If you do not complete an application by the application deadline you will not be considered. Please ensure you review the minimum requirements for the role prior to applying.

How do I know if my application was submitted?

For online applications once you have completed the form a submission page will appear indicating the application has been accepted. For email application process you will receive an auto reply indicating the application has been accepted.

Will I be contacted by once I submit my application?

No, applicants will not be contacted until the application deadline occurs. All candidates will be notified if their applications are successful or unsuccessful to process forward to the interview process.

Hiring Process

How will I know if I am going to get an interview?

Depending on the interview process candidates will be notified of the next steps. Some processes will communicate that you must sign up for an interview time slot and some will assign. All information about interviews will be communicated to the email address you provide in your application.

What should I expect for the interview process and how do I prepare?

We want to get to know you! Housing Professional Staff take the time during this process to understand who you are and why you would like to join our team. Interviewing is not a test for us, it is our opportunity to build a great team for next year! We encourage all candidates to attend our Information Sessions and Workshop: Preparing for Interviews [Register Here!](#)

What types of interview styles does Housing Services use to evaluate candidates?

This year is a little different as you may have guessed! All of our interviews will take place virtually this year. Our interview process varies depending on the position; some interviews stages are done in groups, some have presentation components and some are traditional style panel interviews.

What is the timeline for the hiring process?

Applications Open	December 1, 2020
Applications Close	January 13, 2021 – 4:00pm
Group Interview (New Don Applicants Only)	January 15, 2021 (timeslots selected)
Housing Operations Staff Interviews	January 18-29, 2021
Experienced Don Interviews	January 19-21, 2021
New Don Interviews	January 22-23, 2021
Living Learning Community Don Interviews	January 25-27, 2021
Senior Don Interviews	January 27-29, 2021
Residence Life & Education Assistant Interviews	February 1-2, 2021
Employment Offers Emailed	February 11, 2021

How long until I find our results of hiring process?

We have many student staff to hire every year and we want to take the time to meet all of our candidates. We strive to get our results back to candidates by February 11, 2021. We understand that this can be a difficult process to wait through and we appreciate your patience as we build the best teams!

How will I be notified of the results?

All communication about the hiring process including your results will be sent to the provided email address on your application.

Who could I contact if I have questions?

Housing Operations support roles: opsstudenthiring@trentu.ca

Residence Life & Education roles: residencelife@trentu.ca

Role Specific

How many hours are required to work per week?

Housing Operation Staff: 8-10 hours per week on average.

Residence Life & Education Staff:

Donning isn't an hourly role, many staff work 1-2 on duty shifts a week, plan programs and community engagement opportunities and attend staff meetings each week.

Residence Life & Education Assistant: 8-10 hours per week on average.

How is the salary/pay organized?

All staff are compensated bi-weekly. See job description for specific role remuneration.

Will I be connecting with other Trent University campus partners in my role?

Yes, many of our staff make valuable connections with various campus partners; whether that be referring a student, collaborating on a community event, mentorship in an Living Learning Community or generally understanding university processes connection with our campus partners is critical to everything that Housing does!

Are shifts structured around my class schedule?

Yes, all positions have shifts that are scheduled based on your availability after and/or in between class time or on weekends. You are a student first and Housing Services truly values your academic journey!

Do you have night/evening shifts?

Housing Operation Staff: Service Centers are open until 8:00pm so there will be some evening shifts.

Residence Life & Education Staff:

Donning: All on duty shifts do take place during the evenings and weekends, however some events or community support tasks are more flexible and can take place during daytime hours.

Residence Life & Education Assistant: Most shifts will take place during the days however scheduling is based on a need.

What type of training will I receive?

We value the professional development of our student staff members therefore every August we run a comprehensive training program that will prepare you for the year ahead. Understanding that learning and development is ongoing we also offer ongoing in-service trainings, 1:1 staff curriculum and referrals for professional development opportunities.

What supports do I receive as a staff member for Housing Services?

Here in Housing we have a great group of professional staff to support you along the way! Each student staff will work with their supervisor in an individual way to gain the best experience possible. In addition all Trent employees are eligible to access this free and confidential Employee Assistance Program (EAP). LifeWorks is Trent University's confidential Employee Assistance Program available to eligible employees and their dependents 24 hours a day, seven days a week.

Why do I need to be in good academic standings to be a student staff?

You are a student first! Adding the responsibility of being a student staff can be extremely challenging for some folks and we want to make ensure that students are prepared for the balance that goes along with working and doing your education. If you are currently having difficulty with academics we encourage you to seek support and consider applying in the future.

Do I need to live on campus to be a student staff?

Housing Operation Staff and Residence Life Education Assistant can pick whether they want to live on or off campus.

Donning staff are required to live in residence.

Can I have another job or volunteer when I am a student staff?

We encourage you to not overload yourself! It is important to create a healthy balance. If you are considering other opportunities please email residence@trentu.ca

If I have a clinical or placement outside of Peterborough or Durham can I be a housing staff?

If you need to leave your campus location or city for an extended period of time for placement or clinical we would suggest you present this information to be considered before the interview process. This can be done by submitting this information to residence@trentu.ca. The reason we request this information is because depending on the role it may be accommodated or if the placement/clinical is a short term experience.

Will I get to pick what college I live in for the donning roles?

In the application process we do ask your preference ranking for college spaces however we cannot guarantee that you will be assigned to your first pick. It is important that we build a balanced team regardless of college affiliations or preferences.

International Students

Can I work on campus as an international student?

International students registered for full-time study at Trent University are permitted to work on campus without a work permit, provided that their Study Permit notes that working is permitted in the "condition" section. "On-campus" is defined as employment in all facilities owned, leased, or rented by Trent University.

As an international student, is there any additional paperwork that is required for working on campus?

Students must possess a valid study permit with working permissions to work on campus in Canada, and if they have not undergone a medical examination, students may be subject to specific terms and conditions.

Additionally, all individuals in Canada require a Social Insurance Number (SIN) to work. A Social Insurance Number is a nine-digit number that you need to work in Canada or to have access to government programs and benefits. It allows an employer to process payroll while informing the Canadian Revenue Agency about the amount of money a person earns. If you do not have a SIN, please email international@trentu.ca for assistance.

How many hours can I work on-campus?

There is no limit to the number of hours a Trent International student can work on campus.

Can I work more than one job at the same time?

Yes. There is no limit to the number of jobs an international student can work on or off-campus, provided they adhere to the conditions noted on their Study Permit.