Senior Residence Student Staff – Residence Services Desk

The Department of Student Housing & Residence Life is currently accepting qualified applications for the position of Senior Residence Student Staff – Residence Services Desk:

Reporting to the Communications Coordinator, the Senior RSS assumes responsibility in supporting the residence services desk and works toward the goal of facilitating excellent student service. The Senior RSS will also promptly follow up on issues within their team and specific area of responsibility. The Senior RSS works closely with a team of student staff and should be supportive of all other SHRL employees. Working as part of the Senior Student Leader team, this position must maintain a positive attitude and work collaboratively with their teammates to build team wide cohesion. Working independently, the Senior RSS will be responsible for many administrative tasks, portfolio development, and act as a representative of the Department of Student Housing & Residence Life.

Minimum Qualifications Required: At least one year experience as a Residence Student Staff member (Example: Residence Don, Peer Academic Leader, Residence Services Assistant)

Reports to: Under the general supervision of the Communications Coordinator or their designate.

Conditions: RSL are required to work for the duration of both contract periods (May 7, 2018 through April 30, 2019). Additionally, RSL must receive approval from their direct supervisor before taking on any employment or additional leadership positions on the University of Toronto campus or within the surrounding community during their contract.

Application Requirements: Interested and qualified individuals are invited to submit a resume and cover letter to the Residence Services Desk in Oscar Peterson Hall no later than 12:00 noon November 17, 2018. Successful applicants will be invited for interviews during the week of November 27, 2017 and will be asked to prepare a 5-minute presentation on a topic that will be provided in advance.

Summer Term: Casual position – summer employment
Start Date: 9:00 a.m. May 7, 2018
End Date: 5:00 p.m. August 17, 2018

Hours of Work: 20 hours of office work a week. Hours would need to be scheduled between the hours of 9:00AM – 5:00PM, Monday-Friday and should be approved by your supervisor.

Typical Duties:
Office Work – will vary throughout the summer and depend on needs within the department. Typically, there will be day-to-day administrative work, including transcribing, photocopying, organizing and filing paper work.

Team Support – The Senior RSS will be required to support the Summer Student Staff Team through the development and facilitation of monthly staff meetings, mini one-on-one’s with assigned Summer Student Staff and support for Summer Staff during the summer check-out period.

The incumbent must be available for all summer check-outs.

Compensation: Hourly wage* and their assigned residence room at no cost.

* Wages for the 2018-2019 contract periods are currently under review as soon as we know the rates we will communicate this.
Fall/Winter Term: Casual position
Start Date: 5:00 p.m. August 17, 2018
End Date: April 30, 2019

Hours of Work: 10 hours of office work a week. Hours would need to be scheduled between the hours of 9:00AM – 5:00PM, Monday-Friday and should be approved by your supervisor.

Typical Duties:
Office Work – will vary throughout the academic and depend on needs within the department. Typically, there will be day-to-day administrative work, including transcribing, photocopying, organizing and filing paper work.

Team Support – RSL will be required to support their respective RSS team through the development and facilitation of bi-weekly M3’s as well as monthly mini one-on-one’s with all of their team members.

Compensation: Hourly wage** and their assigned residence room at no cost.

** Wages for the 2018-2019 contract periods are currently under review as soon as we know the rates we will communicate this.