

**Position:** Facilities Assistant

**Department:** UTM Student Housing & Residence Life

**Reports to:** Residence Operations Assistant

**Contract Period:**

Position Start Date: First Day of Undergraduate Classes 2023 (Specific Date TBD)

Position End Date: End of March 2024 (Specific Date TBD)

**Eligibility:**

Students must be registered in a 40% course load for the Fall-Winter Term (September 2023 to April 2024). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

**Nature & Scope:**

Duties:

- Manages the analysis of data for multiple facilities processes through the process of inspecting, cleansing, transforming, and modeling (including but not limited to house checks, work orders, check outs & work order surveys)
- Developing auditing system for residence asset management & vacuum inventory
- Assessing work order system through management of work order survey delivery & follow-up, as well as development of new assessment tools (such as mystery shopper)
- Management & cleaning of maintenance module on StarRez database by removing old work order visibility online, scrubbing data on StarRez and backfilling where necessary
- Assist in the management of facilities inventory strategies
- Assist in the launch of StarRez mobile project
- Assist in the management and cleansing of Persona key profiles
- Other duties as assigned

Skills:

This job requires an individual with:

- Strong organizational skills
- A critical and analytical mind
- Exceptional attention to detail
- Professional communication skills required, including exceptional writing skills
- Ability to exercise independent judgement and take initiative
- A strong work ethic and ability to work independently
- Experience using Microsoft Office Suite is recommended
- Must understand the residence experience

**Compensation:**

The incumbent will receive \$15.90/hour.

**Hours**

The incumbent will work 200 hours (approx. 9-12 hours/week) throughout the contract period.

**Vaccine Requirement:**

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Guidelines on Vaccination](#).

**Method of Application:**

Complete the 2023-2024 UTM Residence Work Study Positions Application webform on our Student Housing & Residence Life website by Friday, February 3, 2023 at 12:00pm (noon).

Any offers of employment will be conditional upon the approval of this position for the 2023-2024 work study program.

**Employer Contact Information:**

Residence Hiring Team – reshiring.utm@utoronto.ca  
Student Housing & Residence Life  
Oscar Peterson Hall, Suite 120  
3359 Mississauga Road,  
Mississauga, ON L5L 1C6