

Position: Community Assistant

Department: UTM Student Housing & Residence Life

Reports to: Assistant Director, Residence Life OR Assistant Director, Residence Administration & Operations and/or their designate(s)

Contract Period:

Summer Term: May 1, 2023 until the beginning of Residence Student Staff Training Institute (August 2023)

Fall-Winter Term: Commencing at the beginning of the Residence Student Staff Training Institute (August 2023) and concluding 72 hours after the last student checkout in April 2024.**

***Exact dates dependent on the academic calendar, which will be set by the Office of the Registrar**

Minimum Qualifications Required:

Must be a full-time student and maintain a minimum CGPA of 2.0 while employed with SHRL. Understanding of the Student Housing & Residence Life operation and familiarity with campus resources and services is an asset.

At least one year experience as a UTM Residence Student Staff member (Example: Residence Don, Residence Education Facilitator, LLC Program Facilitator, Residence Services Assistant)

Positions Available:

The Department of Student Housing & Residence Life is currently accepting qualified applications for the Community Assistant (CA) Student Staff position. These include:

- 3 Residence Life CAs (Residence Don CAs)
- 2 Residence Education CAs (Residence Education Facilitator CA & LLC Program Facilitator CA)
- 1 Residence Administration CAs (Residence Services CA)

Please note that applicants are applying for a Community Assistant position and while we will ask that you rank your preferences, you will be considered for all Community Assistant positions.

Nature & Scope:

Reporting to a Community Development Coordinator, Residence Education and Transition Coordinator, Residence Education Coordinator, or the Communications Coordinator, the CA assumes responsibility in supporting the residence program and works toward the goal of developing community. As a leader, they work closely with a team of student staff and should be supportive of all other SHRL employees. Working as part of the CA team, this position must maintain a positive attitude and work collaboratively with their teammates to build team wide cohesion. Working independently, the CA will be responsible for following-up on issues within their team and specific area of responsibility; administrative tasks; portfolio development; on-call responsibilities/desk responsibilities; and acting as a representative of the Department of Student Housing & Residence Life. The nature & scope of each CA role slightly differs, as outlines below:

- Residence Life CA – The Residence Life CAs will support their Community Development Coordinator with low-level conduct follow-up. Additionally, the Residence Life CAs are responsible for supporting administrative duties such as reviewing Don on Duty reports, Don proposals, the implementation of CGs, House Check forms, and the creation of the Don on Duty schedule, etc.

- Residence Education CA – The Residence Education CAs assist the Residence Education team with the development and implementation of their specific residence education portfolio. They also assist with administrative components such as communication with faculty/campus partners, attendance, and budget tracking.
- Residence Administration CA – The Residence Administration CA is additionally responsible for assisting the Communications Coordinator, assisting a large administrative portfolio, performing various administrative duties in coordination with the Residence Services Desk, such as RSA schedule & shift management, Residence Services Desk programming, supply inventory etc

Summer Term: General Responsibilities

- 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. Each CA will also be assigned a project or portfolio (ex. Residence Student Staff Training Institute etc.)
- After Hour Support – Residence Life & Residence Education CA will be required to participate in an on-call rotation. Acting as the first line of support to Summer Don's, CAs will each complete 3.75 weeks of on-call responsibility respectively. CAs will be required to be within 15 minutes of campus at all times while on-call and will respond to all mid-level situations such as facilities issues or other concerns reported by Summer Dons. The Residence Administration CA will be required to occasionally participate in occasional after hours support for the Residence Services Desk to support the RSA team.
- Team Support – CA's will be required to support the Summer Student Staff Team through the attendance and facilitation of staff meeting, support for Summer Staff during the summer check-out period etc.
- Student Conduct – Residence Life CAs will be expected to support with the departmental conduct process by meeting with students involved in lower level conduct incidents. They could meet with up to 5 student conduct cases per month.
- The incumbent must be available for all summer check-outs.

Fall/Winter Term: General Responsibilities

- Office Work – will vary throughout the fall/winter and depend on needs within the department. Typically, there will be day-to-day administrative work, including transcribing, photocopying, organizing and filing paper work. Each CA will also be assigned a project or portfolio (ex. Residence Student Staff Training Institute etc.)
- After Hours Support – Residence Life & Residence Education CAs will be required to participate in an on-call rotation. Acting as the first line of support to Residence Student Staff, these CAs will rotate on-call responsibilities from 5:00 p.m. Friday through 9:00 a.m. Monday throughout the academic year. They will be required to be within 15 minutes of campus at all times while on-call and will respond to all mid-level situations such as facilities issues or other concerns reported by Residence Student Staff. The Residence Administration CA will be required to occasionally participate in evening operations at the Residence Services Desk to support the RSA team.
- Team Support – CA's will be required to support their respective RSS teams through the development and facilitation of weekly M3's as well as monthly mini one-on-one's with all of their team members.
- Student Conduct – Residence Life CAs will be expected to support with the departmental conduct process by meeting with students involved in lower level conduct incidents. They could meet with up to 5 student conduct cases per month. The Residence Administration CA will be supporting the Occupancy and Admissions Coordinator in the room change and cancellation processes through student meetings.

Conditions:

CAs are required to work for the duration of the contract period. Additionally, the CA 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.

Compensation:

Payment of \$4125.00**, received in bi-weekly installments throughout the contract period. For the duration of the summer term, the CA is provided a residence room valued at \$3,895.48*. For the duration of the Fall/Winter term, the CA is provided a residence room valued at \$12,492.00* and provided Meal Plan Minimum 250 valued at \$2,700.00*.

**Rates calculated based on the 2022-2023 residence fees and student meal plan, and subject to change pending 2023 fees*

***Dates & rates are tentative and will be confirmed through the contract with successful candidates.*

Additional Notes:

- The incumbent must be available for the entirety of Residence Student Staff Training Institute and Residence Move-In and Orientation (mid-August 2023 through mid-September 2023).
- The incumbent will be required to live in an assigned residence unit for the duration of their 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](#).