

Position: Records & Admissions Assistant (1 position available)

Department: UTM Student Housing & Residence Life

Casual Part-Time (Summer): 15-30 hours per week (Monday to Friday); occasional weekends and overtime. Transition to different hours during the 2024-2025 academic year.

Casual Part-Time (Academic Year): 12-15 hours per week (Monday to Friday)

Reports to: Occupancy & Admissions Coordinator

Position Start Date: May 1, 2024

Position End Date: April 30, 2025

Compensation: \$18.55 per hour

Important Dates:

- Undergraduate Extension Double Checks: May 1, 2024
- Summer Transfer Period: May 2-8, 2024
- Residence Open House: May 12, 2024
- Med Student Transfer Period: June 1-2, 2024
- First Year Application Deadline: June 10, 2024
- 1st Half Summer Check Outs: June 24, 2024
- ACE & 2nd Half Summer Move-In Day: June 27 – June 28, 2024 (TBD)
- Room & Roommate Emails: July 17-19, 2024
- Summer Transfer Period: August 9-12, 2024
- RSS Training: August 16 – August 29, 2024
- Undergraduate Move-In Day: August 30-31, 2024
- Winter Break Sweeps: Tentatively December 20, 2024
- 2024-2025 Application Opening Period: February 10 – 21, 2025
- Upper Year & Summer Application Closing Period: March 7-14, 2025
- Undergraduate Check Out Period: April 25-30, 2025

Skills:

- Strong research, organizational, and analytical skills
- Excellent attention to detail and problem-solving skills
- Excellent communication and interpersonal skills required
- Strong writing and word processing skills
- Strong time management and multi-tasking skills
- Ability to exercise independent judgement and take initiative
- A strong work ethic and ability to work independently
- Experience using Microsoft Excel, StarRez, eRez and UTORportal is recommended
- Must understand the residence experience. Previous experience in a student housing services environment required.

Duties:

Assist with numerous admission and assignment projects:

- Assist Residence Desk Assistants with answering questions
- Processing residence applications
- Assist with room allocation and assignment process
- Processing cancellations/withdrawals
- Maintain accurate records with StarRez database
- Planning, preparing, and participating in Move-In Day activities
- Compiling residence occupancy statistics
- Assist with the organization and processing of special applicant groups
- Help with the preparation and sending of correspondence

Assist with record keeping projects:

- Organizing archive room and records according to the filing plan
- Participating in the assembly/storage of the current school year's documents at end of academic year
- Creating new files for upcoming academic year
- Perform all other related duties as assigned

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](#).

Interested and qualified candidates will be able to submit applications between January 29, 2024 and February 12, 2024. Please visit the [Student Housing & Residence Life website](#) for more details!

Deadline for all Summer Staff applications is Monday, February 12, 2024 at 11:59 PM.

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