

Position: Artistic Resource Team Assistant

Department: UTM Student Housing & Residence Life

Reports to: Community Development Coordinator

Contract Period:

Position Start Date: First Day of Undergraduate Classes 2024 (Specific Date TBD)

Position End Date: End of March 2025 (Specific Date TBD)

Eligibility:

Students must be registered in a 40% course load for the Fall-Winter Term (September 2024 to April 2025). 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:

Working in collaboration with the Supervising Coordinator of the Artistic Resource Team (A.R.T.) The Assistant will oversee the administrative functioning of various programming initiatives that embrace the artistic interests of the UTM Residence Student population. The responsibilities within this role are fundamental to the successful execution of the collective's mandate, which is to provide artistic co-curricular learning opportunities for students. With a focus on project management and peer leadership, this position is ideal for any student with a vested interest in arts administration, marketing or management.

Duties

- Assist in planning ART events
- Draft communication templates
- Ensure the ART email account is sorted and actively being monitored
- Work closely with the ART Community Assistant and the ART Committee

Qualifications:

- Attention to detail
- Ability to work independently with minimal supervision
- Ability to manage their own time and accurately track hours worked
- Event coordination and volunteer management skills
- Strong working knowledge of Word, Excel and PowerPoint software

Diversity Statement:

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

Compensation:

The incumbent will receive \$16.55/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 2024-2025 UTM Residence Work Study Positions Application webform on our Student Housing & Residence Life website by Monday, February 12, 2024 at 11:59 PM.

Any offers of employment will be conditional upon the approval of this position for the 2024-2025 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