

**Position:** Colman Cup Committee 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:**

The Colman Cup Committee creates a positive, competitive atmosphere for residence students to connect with each other by hosting sporting events. By participating in Colman Cup events, residence students earn points for their mascot to win the Colman Cup.

Working closely with the Community Development Coordinator, the Colman Cup Committee Assistant works with the Colman Cup Committee to provide opportunities for students to connect with each other in a welcoming and fun environment. The Colman Cup Committee Assistant will support the Colman Cup Committee in planning and facilitating the events throughout the year. These events include tournament style events like Basketball, Soccer and Capture the Flag. The Colman Cup Committee Assistant will also support assessment of the Committee's initiatives and events and provide recommendations for future events.

Responsibilities:

- Provide biweekly updates to Community Development Coordinator through one-on-one meetings
- Attend team meetings as required (e.g., Colman Cup Committee meetings)
- Support the facilitation of Colman Cup events with the Colman Cup Committee
- Attend Colman Cup Committee events as required
- Communicate with supervisor in a timely manner
- Monitor U of T email account daily for work-related emails
- Additional duties as assigned

Qualifications:

- Excellent oral and written communication skills
- Presentation and group facilitation skills
- Strong organizational and problem solving skills
- Reliable and able to work independently
- Event coordination and volunteer management skills
- Experience with program development, delivery and evaluation
- Appreciation of diversity issues and respect for individual choices

- Strong working knowledge of Word, Excel and PowerPoint software
- Previous experience working or living in residence an asset

**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 position's approval for the 2024-2025 work study program.

**Employer Contact Information:**

Residence Hiring Team – [reshiring.utm@utoronto.ca](mailto:reshiring.utm@utoronto.ca)  
Student Housing & Residence Life  
Oscar Peterson Hall, Suite 120  
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