



**Position:** Records Management Assistant

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

**Reports to:** Occupancy & Admissions 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:**

DUTIES:

- Analyze and report on current vs. potential filing plan
- Assisting in creating/maintaining a filing plan
- 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
- Assist in transferring archived files to digital format
- 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
- Understanding of the University of Toronto Filing Plan is recommended

**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](mailto:reshiring.utm@utoronto.ca)  
Student Housing & Residence Life  
Oscar Peterson Hall, Suite 120  
3359 Mississauga Road,  
Mississauga, ON L5L 1C6