

Position: Residence Education Assistant (REA)

Department: UTM Student Housing & Residence Life

Reports to: Supervisor, Residence Education

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:

Under the direction of the Supervisor, Residence Education, this position will support residence student learning and academic development. The Residence Education Assistant (REA) will help provide direct support by developing learning materials, attendance tracking and sending regular email communications to residence students. In addition, the REA will support assessment & evaluation of Community Gatherings along with other administrative tasks related to the residence curricular model. This position is ideal for any student interested in a career in education, assessment, or administration.

Role Responsibilities:

- Maintaining, reviewing and assessing student attendance records at residence programming
- Analyzing and making recommendations on future programming and initiatives
- Resolving issues within the scope of the role and escalating problems as required
- Formatting and maintaining communication templates.
- Utilizing StarRez and shared email inbox to manage communication.
- Responding to enquiries within the defined scope of the role and redirecting as appropriate.
- Liaising with students and professional staff.
- Handling sensitive and/or confidential information.
- Writing documents, correspondence, communications, and reports.

Essential Qualifications:

- Full Time Student at the University of Toronto Mississauga
- Knowledge of the University of Toronto Mississauga
- Proficient in Microsoft Office Suite, specifically MS Outlook and MS Excel
- Must have strong written and verbal communication skills
- Basic StarRez database skills
- Meticulous in attention to detail and accuracy.
- Good judgment, discretion and a pleasant and helpful attitude

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. 10-15 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