

Position: Community Assistant

Department: UTM Student Housing & Residence Life

Reports to: Assistant Director, Residence Life OR Assistant Director, Residence Administration & Operations and/or their designate(s)

Contract Period:

Summer Term: June 1, 2026 until the beginning of Residence Student Staff Training Institute (August 2026)

Fall-Winter Term: Commencing at the beginning of the Residence Student Staff Training Institute (August 2026) and concluding 72 hours after the last student checkout in April 2027.**

***Exact dates dependent on the academic calendar, which will be set by the Office of the Registrar**

Minimum Qualifications Required:

Must be a full-time student and maintain a minimum CGPA of 2.0 while employed with SHRL. Understanding of the Student Housing & Residence Life operation and familiarity with campus resources and services is an asset.

At least one year experience as a UTM Residence Student Staff member (i.e. Residence Don, Residence Education Facilitator, LLC Program Facilitator, Residence Services Assistant)

Positions Available:

The Department of Student Housing & Residence Life is currently accepting qualified applications for the Community Assistant (CA) Student Staff position. These include:

- 4 Residence Life CAs (Residence Don CAs)
- 2 Residence Education CAs (Residence Education Facilitator CA & LLC Program Facilitator CA)

Please note that applicants are applying for a Community Assistant position and while we will ask that you rank your preferences, you will be considered for all Community Assistant positions.

Nature & Scope:

The terms and conditions of employment of a Community Assistant are governed by the collective agreement between the University of Toronto and United Steelworkers, Local 1998, applicable to the University of Toronto Mississauga - Residence Don employees (the "Collective Agreement"), a copy of which is available on the web at: <https://www.usw1998.ca/collective-agreements/>

Reporting to a Community Development Coordinator, Residence Education and Transition Coordinator, Residence Education & Learning Coordinator, the CA assumes responsibility in

supporting the residence program and works toward the goal of developing community. As a leader, they work closely with a team of student staff and should be supportive of all other SHRL employees. Working as part of the CA team, this position must maintain a positive attitude and work collaboratively with their teammates to build team wide cohesion. Working independently, the CA will be responsible for following-up on issues within their team and specific area of responsibility; administrative tasks; portfolio development; on-call responsibilities/desk responsibilities; and acting as a representative of the Department of Student Housing & Residence Life. The nature & scope of each CA role slightly differs, as outlines below:

- Residence Life CA – The Residence Life CAs will support their Community Development Coordinator with low-level conduct follow-up. Additionally, the Residence Life CAs are responsible for supporting administrative duties such as reviewing Don on Duty reports, Don proposals, the implementation of CGs, House Check forms, and the creation of the Don on Duty schedule, etc.
- Residence Education CA – The Residence Education CAs assist the Residence Education team with the development and implementation of their specific residence education portfolio. They also assist with administrative components such as communication with faculty/campus partners, attendance, and budget tracking.

Summer Term: General Responsibilities

- Office Work – will vary throughout the summer and depend on needs within the department. Typically, there will be day-to-day administrative work, including transcribing, photocopying, organizing and filing paper work. Each CA will also be assigned a project or portfolio (ex. Residence Student Staff Training Institute etc.)
- After Hour Support – Residence Life & Residence Education CA will be required to participate in an on-call rotation. Acting as the first line of support to Summer Don's, CAs will each complete 3.75 weeks of on-call responsibility respectively. CAs will be required to be within 15 minutes of campus at all times while on-call and will respond to all mid-level situations such as facilities issues or other concerns reported by Summer Dons.
- The incumbent must be available for all summer check-outs.

Fall/Winter Term: General Responsibilities

- Office Work – will vary throughout the fall/winter and depend on needs within the department. Typically, there will be day-to-day administrative work, including transcribing, photocopying, organizing and filing paperwork. Each CA will also be assigned a project or portfolio (ex. Residence Student Staff Training Institute etc.)
- After Hours Support – Residence Life & Residence Education CAs will be required to participate in an on-call rotation. Acting as the first line of support to Residence Student Staff, these CAs will rotate on-call responsibilities from 5:00 p.m. Friday through 9:00 a.m. Monday throughout the academic year. They will be required to be within 15 minutes of campus at all times while on-call and will respond to all mid-level situations such as facilities issues or other concerns reported by Residence Student Staff.
- Team Support – CA's will be required to support their respective RSS teams through the development and facilitation of weekly M3's as well as monthly mini one-on-ones with all of their team members.

- Student Conduct – Residence Life CAs will be expected to support with the departmental conduct process by meeting with students involved in lower-level conduct incidents. They could meet with up to 5 student conduct cases per month. The Residence Administration CA will be supporting the Occupancy and Admissions Coordinator in the room change and cancellation processes through student meetings.

Conditions:

CAs are required to work for the duration of the contract period. Additionally, the CA must receive approval from their direct supervisor before taking on any employment or additional leadership positions on the University of Toronto campus or within the surrounding community during their contract.

Remuneration:

The hours expected of a Community Assistant vary according to challenges that may arise. However, in addition to on-duty and staff meetings, Community Assistants are expected to be reasonably available to the students in their area. Wages will be in accordance with Article 18 of the Collective Agreement.

For your convenience a summary of these wages are as follows:

- A monthly installment in the amount of \$994.87* + \$450.00*, pro-rated for any period of residence closure (e.g., December or January etc.) or any partial month of employment;
- A monthly deduction from your regular monthly net wages for the cost of your room, in the amount of \$994.87*.
- A monthly installment in the amount of \$515.11 as no meal plan is required or provided, less applicable deductions and prorated for any period of residence closure
- In addition to the recurring monthly instalments, a one-time payment of \$515.11, less applicable deductions, will be paid for the month of August; and a one-time payment of \$515.11, less applicable deductions will be paid for the month of June

**Rates calculated based on the 2026-2027 residence fees, and subject to change pending 2026-2027 fee approvals*

Additional Notes:

- The incumbent must be available for the Community Assistant Training Institute (June 2026) and the weekly training sessions throughout the summer term
- The incumbent must be available for the entirety of Residence Student Staff Training Institute and Residence Move-In and Orientation (mid-August 2026 through mid-September 2026).
- The incumbent will be required to live in an assigned residence unit for the duration of their contract period.



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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 [Policies & Guidelines](#).

Interested and qualified candidates will be able to submit applications between November 10th, 2025, and November 21st, 2025 @ 5:00 PM. Successful applicants will be invited for interviews on December 3rd and December 4th. Please visit the [Student Housing & Residence Life website](#) for more details!