

**Position:** Digital Content Creation Assistant

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

**Reports to:** Residence Communication Officer

**Contract Period:**

Position Start Date: First Day of Undergraduate Classes 2026 (September 8, 2026)

Position End Date: End of March 2027 (March 31, 2027)

**Eligibility:**

Students must be enrolled in at least 2.0 FCE (full course equivalent); minimum 0.5 credits in one session and 1.5 credits in the other during the Fall-Winter Term (September 2026 to April 2027). Students are permitted to accept only one Fall-Winter Residence Position per program period. Students do not have to be OSAP eligible to apply for a Fall-Winter Residence Position.

**Nature & Scope:**

Responsibilities:

- Collaborate with and learn from experienced professionals while creating and optimizing digital content across multiple platforms such as posters, website graphics, social media posts, and door tags.
- Draft the weekly residence newsletter.
- Provide insights and ideas for our social media platforms: Instagram, YouTube, and TikTok.
- Assist in the conception, creation, execution, measurement, and evaluation of social media posts, marketing campaigns, promotional efforts, and programs alongside other communications professions.
- Assist in the conception, creation, and execution of social media videos/reels.
- Have the opportunity to cover events by taking video footage and photos.
- Weekly one on ones with the Residence Communications Officer & timely submission of bi-weekly timesheets.
- Work collaboratively with the SHRL Team members: Dons, Residence Services Assistants, Residence Education Facilitators, Community Assistants, and other SHRL Professional & Student Team members - to integrate and complete tasks.
- Demonstrate tact and diplomacy while handling confidential information.
- Additional duties as assigned

Skills:

- Proficiency with Canva
- Proficiency with Adobe Creative Suite (Premiere Pro, Illustrator, and/or InDesign) is encouraged;
- Graphic Design experience;
- Attention to detail;
- Strong oral and written communication;
- Knowledge of Residence operations;
- Involvement with Residence communities and activities.

**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 \$17.60/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 [Policies & Guidelines](#).

**Method of Application:**

Complete the 2026-2027 Residence Work Study Application webform on our [Student Housing & Residence Life website](#) by Thursday, April 30, 2026 at 5:00 PM.

In the webform, you will be required to submit your portfolio. Your portfolio should include any relevant work/projects to support your application such as but not limited to: digital art, print art, videos, social media campaigns etc.

Any offers of employment will be conditional upon the approval of the 2026-2027 Fall-Winter Residence Positions.

**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,  
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