Position: Artistic Resource Team Assistant
Department: UTM Student Housing & Residence Life
Reports to: Community Development Coordinator, South

Hours: 9-12 hours/week
Compensation: $14.00 per hour
Position Start Date: First Day of Undergraduate Classes 2018 (Specific Date TBD)
Position End Date: End of February 2019 (Specific Date TBD)
Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2018 to April 2019). 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.

JOB DESCRIPTION & QUALIFICATIONS

Working in collaboration with the Community Development Coordinator, the Artistic Resource Team (A.R.T.) Assistant will oversee the administrative functioning of various programming initiatives that embrace the artistic interests of the UTM student population. The responsibilities within this role are fundamental to the successful execution of the collective’s mandate, which is to provide artistic co-curricular learning opportunities for students. With a focus on project management and peer leadership, this position is ideal for any student with a vested interest in arts administration, marketing or management.

METHOD OF APPLICATION:
Submit your resume and cover letter via email to Jen Bryden at jen.bryden@utoronto.ca (Subject: 2018-2019 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Friday, March 30, 2018 before 5:00 p.m.
Any offers of employment will be conditional upon the approval of this position for the 2018-2019 work study program.

EMPLOYER CONTACT INFORMATION:
Jen Bryden, Acting Records & Admissions Coordinator
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON  L5L 1C6