Position: Records Management Assistant
Department: UTM Student Housing & Residence Life
Reports to: Records & Admissions Coordinator

Hours: 200 hours (approx. 8-10 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.

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

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