Position: Residence Spirit Assistant  
Department: UTM Student Housing & Residence Life  
Reports to: Community Development Coordinator, North

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 closely with the Residence Life Program Assistant & Colman Cup Committee, the Residence Spirit Assistant will work to develop, market and assess spirit- and community-building initiatives within the Residence community, including the residence-wide Colman Cup initiative. This will include administrative, programmatic and communications support in consultation with the Colman Cup Committee, as well as developing new initiative recommendations for Residence as a whole.

REQUIRED SKILLS:
- Strong oral and written communication;
- Excellent time management;
- Ability to work effectively independently and in a team;
- Knowledge of residence, the campus and its resources.
- Spirit!

RESPONSIBILITIES:

A. PROGRAM DEVELOPMENT & PROMOTION
- Work with the Colman Cup Committee and Program Assistant to plan and execute spirit- and community-building activities for UTM residence students;
- Promote community- & spirit-building initiatives and programs through community meetings, tabling, videos, posters, social media, etc.;
- This includes implementing at least one initiative per month in consultation with the Committee.

B. COMMUNICATION & ADMINISTRATION
- Communicate with students, team and supervisor in a professional and timely manner;
- Meet with Community Development Coordinator and Program Assistant biweekly;
- Familiarize yourself with Colman Cup & relevant Residence policies to answer questions and inform students;
- Liaise with key campus partners;
- Monitor U of T email account daily for work-related emails.

C. ASSESSMENT & RECOGNITION
- Track program data such as attendance, program outcomes, and team scores;
- Award and distribute recognition such as ‘Most Valuable Participant (MVP)’ awards and Residence Positive Contributions.

D. VOLUNTEER COORDINATION
- Coordinate event volunteers for refereeing, scorekeeping, etc.;
- Promote volunteer opportunities.

E. TEAM DEVELOPMENT
- Attend regular Colman Cup Committee meetings;
- Support the efforts of the Colman Cup Committee and other Student Housing & Residence Life initiatives and attend events wherever possible.
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