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 2019 (Specific Date TBD)  
Position End Date: End of February 2020 (Specific Date TBD)  
Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2019 to April 2020). 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: 2019-2020 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Saturday, March 23, 2019 before 5:00 p.m.  
Any offers of employment will be conditional upon the approval of this position for the 2019-2020 work study program.

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