



Community Assistant- Residence Student Staff – Residence Life

The Department of Student Housing & Residence Life is currently accepting qualified applications for the **Community Assistant (CA) Student Staff** position.

Reporting to a Community Development Coordinator, Coordinator of Residence Education and Transition Programs, Residence Education Coordinator, or the Communications Coordinator, the CA assumes responsibility in supporting the residence program and works toward the goal of developing community. As a leader, they work closely with a team of student staff and should be supportive of all other SHRL employees. Working as part of the CA team, this position must maintain a positive attitude and work collaboratively with their teammates to build team wide cohesion. Working independently, the CA will be responsible for following-up on issues within their team and specific area of responsibility; administrative tasks; portfolio development; on-call responsibilities/desk responsibilities; and acting as a representative of the Department of Student Housing & Residence Life.

Minimum Qualifications Required: At least one year experience as a Residence Student Staff member (Example: Residence Don, Peer Academic Leader, Residence Services Assistant)

Reports to: Under the general supervision of the Assistant Director, Residence Life and/or Supervisor, Residence Operations or their designate.

Conditions: CA's are required to work for the duration of the contract period (May 3, 2021 through April 30, 2022*). Additionally, the CA must receive approval from their direct supervisor before taking on any employment or additional leadership positions on the University of Toronto campus or within the surrounding community during their contract.

Compensation: Payment of \$4,108.93, received in bi-weekly installments throughout the contract period. For the duration of the summer term, the CA is provided a residence room valued at \$3,567.00*. For the duration of the Fall/Winter term, the CA is provided a residence room valued at \$10,286.00* and provided Meal Plan B (Small) valued at \$2,550.00*.

*Rates calculated based on the 2020 residence fees and student meal plan, and subject to change pending 2021 fees.

Application Requirements: Interested and qualified individuals are invited to submit a resume to reshiring.utm@utoronto.ca by 9:00 am November 16, 2020. Successful applicants will be



invited for interviews during the week of November 30, 2020 and will be asked to prepare a **5-minute presentation** on a topic that will be provided in advance.

Summer Term: Non-union casual position – summer employment

Typical Duties:

Office Work – will vary throughout the summer and depend on needs within the department. Typically, there will be day-to-day administrative work, including transcribing, photocopying, organizing and filing paper work. Each CA will also be assigned a project or portfolio, which could include but not limited to – Residence Student Staff Training Institute, A.R.T., Equity Outreach Network, Colman Cup, Winter Break, Check-In/Check-Out, Fall Campus Day, March Open House, etc.

Team Support – CA's will be required to support the Summer Student Staff Team through the development and facilitation of staff meetings, mini one-on-one's with assigned Summer Student Staff, and support for Summer Staff during the summer check-out period.

Student Conduct – Residence Life CAs will be expected to support with the departmental conduct process by meeting with students involved in level 1 and level 2 conduct incidents. They could meet with up to 5 student conduct cases per month.

On-duty – CAs will be required to participate in an on-call rotation. Acting as the first line of support to Summer Don's, CAs will each complete 3.75 weeks of on-call responsibility respectively. CAs will be required to be within 15 minutes of campus at all times while on-call and will respond to all mid-level situations such as facilities issues or other concerns reported by Summer Dons.

The incumbent must be available for all summer check-outs.

Fall/Winter Term: Non-union casual position

Typical Duties:

Office Work – will vary throughout the summer and depend on needs within the department. Typically, there will be day-to-day administrative work, including transcribing, photocopying, organizing and filing paper work. Each CA will also be assigned a project or portfolio, which could include but not limited to – Residence Student Staff Training Institute, A.R.T., Equity Outreach Network, Colman Cup, Winter Break, Check-In/Check-Out, Fall Campus Day, March Open House, etc.



On-duty – CAs will be required to participate in an on-call rotation. Acting as the first line of support to Dons, CAs will rotate on-call responsibilities from 5:00 p.m. Friday through 9:00 a.m. Monday throughout the academic year. They will be required to be within 15 minutes of campus at all times while on-call and will respond to all mid-level situations such as facilities issues or other concerns reported by Dons. The CA assigned to the RSA team will be required to occasionally participate in evening operations at the Residence Services Desk to support the RSA team.

Student Conduct – Residence Life CAs will be expected to support with the departmental conduct process by meeting with students involved in level 1 and level 2 conduct incidents. They could meet with up to 5 student conduct cases per month. The CA assigned to the RSA team will be supporting the Occupancy and Admissions Coordinator in the room change and cancellation processes through student meetings.

Team Support – CA's will be required to support their respective RSS teams through the development and facilitation of weekly M3's as well as monthly mini one-on-one's with all of their team members.

The incumbent must be available for the entirety of Residence Student Staff Training Institute (August 22, 2021 through September 3, 2021*), and Residence Move-In and Orientation (September 4, 2021 through September 11, 2020*).

***Dates are tentative and will be confirmed through the contract with successful candidates.**