Family & Graduate Program Assistant (1 position available)

**Department:** UTM, Student Housing & Residence Life  
**Description:** Casual Position  
**Reports to:** Under the general supervision of the Assistant Director, Residence Life or their designate.

**Term dates:** May 2, 2022 – April 30, 2023

**Important Dates:**

Family and Graduate Community Important Dates:
- New Summer Grad Move In: May 4, 2022
- Med Check Out: June 1, 2022
- New Summer Med Move In: June 2, 2022
- Summer Grad/Med Check Out: August 19, 2022
- New Grad/Med Move In: August 21, 2022
- Family Move Out: August 31, 2022
- Family Move In: September 1, 2022
- Grad Move Out: April 25, 2023

Additional Important Dates:
- Residence Life Training Institute: August 17, 2022 – August 31, 2022 (select dates TBD)
- Residence Orientation: September 3-17, 2022 (exact dates TBD)

**Community Development:** The incumbent is expected to assume responsibility for graduate/undergraduate students and families living within the Family & Graduate Community; to work toward the goal of developing community and to promptly follow up on all issues in their area. The FGPA will act as a positive role model for students and other staff members. Additionally, the FGPA is required to plan monthly community connections, large-scale community events and provide a connection point between the Family & Graduate Community and the Department of Student Housing & Residence Life.

**Support:** The student staff member supporting the Family & Graduate Community is expected to have a working knowledge of supports on campus and in the Mississauga community, to make appropriate referrals as necessary. Additionally, the FGPA will complete house meetings with all families in the Fall term and conduct checkpoints with graduate students over the course of the academic year to ensure that all members of the Family & Graduate Community are supported and connected to resources.

**Administration:** The FGPA is responsible for regular communication with their students/families as well as consistent connection with the Department of Student Housing & Residence life through the submission of reports, program proposals, email communication and monthly meetings. Additionally, they are expected to prepare content for a weekly newsletter for the Family & Graduate Community.

**Minimum Qualifications Required:** Must be a full-time registered U of T Graduate Student or Undergraduate Student registered in a minimum of 3.0 credit courses per semester. Have an understanding of the Student Housing & Residence life operation. Preference is given to those living in the Family & Graduate Community for the duration of contract.

**Remuneration:** The hours expected of the Family & Graduate Program Assistant (FGPA) vary according to challenges that may arise but average 8 hours per week. In addition to meetings, programming and administrative tasks the FGPA is expected to be reasonably available to the students/families in their area. In return, the Family & Graduate Program Assistant will receive $500.00/month, which is equivalent to $6000.00 for the year. Additionally, a $250.00 stipend will be awarded at the end of their contract contingent upon successful fulfillment of the Student Staff Performance Standards.
Interested and qualified candidates should submit applications by April 11th, 2022 at 12:00 p.m. Applications should be sent to megha.manvi@utoronto.ca. Your application should include a resume and a cover letter that addresses the following questions:

Questions to answer within the cover letter:
1. What skills/talents will you bring to the role of the Family & Graduate Program Assistant?
2. What is your vision of community and what strategies will you use to engage the Family & Graduate Community?