Community Assistant- Residence Student Staff – Residence Life

The Department of Student Housing & Residence Life is currently accepting qualified applications for the position of 6 Community Assistant (CA) Student Staff positions:

Reporting to a Community Development Coordinator, Coordinator of Residential Transition Program's or the Communications Coordinator, the CA assumes responsibility in supporting the residence program and works toward the goal of developing community. The CA will also promptly follow up on issues within their team and specific area of responsibility. 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 many administrative tasks, portfolio development, on-call responsibilities/desk responsibilities and act 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 or their designate.

Conditions: CA’s are required to work for the duration of both contract periods (May 7, 2018 through April 30, 2019). 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.

Application Requirements: Interested and qualified individuals are invited to submit a resume and cover letter to Jessica Charbonneau at j.charbonneau@utoronto.ca by 12:00 noon November 23, 2018. Successful applicants will be invited for interviews during the week of December 3, 2018 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
Start Date: 9:00 a.m. May 6, 2019
End Date: 11:59p.m. August 17, 2019

Hours of Work: 20 hours of office work a week. Hours would need to be scheduled between the hours of 9:00AM – 5:00PM, Monday-Friday and should be approved by your supervisor.

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., Diversity Task Force, Colman Cup 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 CA’s 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 – CA’s will be required to participate in an on-call rotation. Acting as the first line of support to Summer Don’s, CA’s will each complete 3.75 weeks of on-call responsibility respectively. CA’s 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.

Compensation: Hourly wage* and their assigned residence room at no cost.**

* Wages for the 2019-2020 contract periods are currently under review as soon as we know the rates we will communicate this.
**Paid office hours will end once the Residence Student Staff Training Institute begins on August 18, 2019.

Fall/Winter Term: Non union casual position
Start Date: 12:00 a.m. August 18, 2019
End Date: April 27, 2020

Hours of Work: 20 hours of office work a week. Hours must be scheduled and approved by your supervisor in advance.

Typical Duties:
Office Work – will vary throughout the academic 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 Senior RSS will also be assigned a project or portfolio, which could include but not limited to – Residence Student Staff Training Institute, A.R.T., Diversity Task Force, Colman Cup etc.

On-duty – CA’s will be required to participate in an on-call rotation. Acting as the first line of support to Don’s, CA’s 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.

Student Conduct – Residence Life CA’s 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.

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.

Compensation: their assigned residence room at no cost and a mid level meal plan.