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.

Important Dates:
- Summer Term: May 1 – August 31, 2020
- Medical Housing Move-In Day: June 1 – June 2, 2020
- Fall Term: September 1, 2020 until December 31, 2020
- Winter Term: January 1, 2021 until April 30, 2021
- Residence Orientation: September 5 – September 13, 2020

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 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 email communication and monthly meetings. Additionally, they are expected to prepare content for bi-weekly communications to the Family & Graduate Community, through e-mail or social media.

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 a basic understanding of the Student Housing & Residence Life operation. Must live 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 (total amount may differ dependent on start date). 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 12:00pm on February 28th, 2020.
To apply, please send a resume as a PDF file to resdesk.utm@utoronto.ca. Please include “Family & Graduate Program Assistant” in the e-mail title. In the e-mail, please include your answers to the following questions:

1. How are your values connected to the goals of Student Housing & Residence Life?
2. What skills and work habits will you bring to the role of the Family & Graduate Program Assistant?
3. What is your definition of a community? What strategies will you use to apply your definition to the Family & Graduate Community?