Position: Off-Campus Housing Promotions Assistant  
Department: UTM Student Housing & Residence Life  
Reports to: Supervisor, Residence Operations

Hours: 200 hours (approx. 8-10 hours/week)  
Compensation: $14.00 per hour  
Position Start Date: First Day of Undergraduate Classes 2020 (Specific Date TBD)  
Position End Date: End of February 2021 (Specific Date TBD)  
Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2020 to April 2021). 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:

Process Evaluation & Recommendations  
Assist in updating off-campus housing promotional and information materials (digital & print)  
Promote and raise the profile of off-campus housing services to all students (resident and non-resident) through tabling and programs  
Direct students, where appropriate, to the correct off-campus housing or campus resources  
Monitor and respond to inquiries for the off-campus housing email address  
Assist with preparing and delivering off-campus information sessions  
Researching trends and developing recommendations for improvements to off-campus housing services  
Assist in coordinating off-campus community door-knock  
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  
Previous experience living in residence and off-campus is an asset

METHOD OF APPLICATION:  
Submit your resume and cover letter via email to Jen Bryden at jen.bryden@utoronto.ca (Subject: 2020-2021 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by February, February 28, 2020 at 12:00 p.m. (Noon)  
Any offers of employment will be conditional upon the approval of this position for the 2020-2021 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