



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

**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](mailto: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