



UNIVERSITY OF
TORONTO
MISSISSAUGA

Position: Records Management Assistant
Department: UTM Student Housing & Residence Life
Reports to: Occupancy & Admissions Coordinator

Hours: 200 hours (approx. 8-10 hours/week)

Compensation: \$15.00 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:

Analyze and report on current vs. potential filing plan

Assisting in creating/maintaining a filing plan

Organizing archive room and records according to the filing plan

Participating in the assembly/storage of the current school year's documents at end of academic year

Assist in transferring archived files to digital format

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

Understanding of the University of Toronto Filing Plan is recommended

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 Friday, February 28, 2020 before 5:00 p.m.

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