Position: Records & Admissions Projects 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 2021 (Specific Date TBD)  
Position End Date: End of February 2022 (Specific Date TBD)  
Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2021 to April 2022). 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  
Manages the analysis of data for multiple administrative processes through the process of inspecting, cleansing, transforming, and modeling  
Develop recommendations for improvements to the student residence experience (administration, services)  
Assist in developing administrative cycle profiles and corresponding process calendar  
Assist in streamlining and coordinating all student-facing administrative communications within the SHRL department  
Profiling and blueprinting service processes within the SHRL department  
Create report and presentation based on recommendations  
Assist Occupancy & Admissions Coordinator in design and format of Admissions Manual  
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  
Must understand the residence experience

METHOD OF APPLICATION:  
Submit your resume and cover letter via email to Jen Bryden at jen.bryden@utoronto.ca (Subject: 2021-2022 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Monday, May 24, 2021 before 5:00 p.m. EST  
Any offers of employment will be conditional upon the approval of this position for the 2021-2022 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