Position: Residence Life Conference Planning Assistant  
Department: UTM Student Housing & Residence Life  
Reports to: Conference Co-Chairs  

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.  

JOB DESCRIPTION & QUALIFICATIONS  
Working in collaboration with the Residence Life Conference Co-Chairs and the conference planning committee, the Residence Life Conference (RLC) Planning Assistant will have an active role in the planning and development of the Residence Life Conference. The Residence Life Conference is an annual conference for Student Housing & Residence Life student staff across Canada hosted in collaboration with the Ontario Association of College & University Housing Officers (OACUHO). The purpose of this conference is to provide an exceptional professional development opportunity for student staff, to provide space for student staff to share best practices with peers from different institutions, and to learn more about trends in Student Housing. The RLC Planning Assistant will have an active role in conference planning meetings, creating program proposal templates, organizing the conference schedule, planning conference social activities, generating communications from UTM on conference activities and assisting the conference planning committee with additional tasks as needed.  

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