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 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:
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: 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