

Student Job Opportunity in Housing & Residence Life

Housing & Residence Life is a department that falls under the Student Affairs umbrella and is integral as a complement to academics at Toronto Metropolitan University. Housing & Residence Life supports over 1,000 residents on-campus in all three of our current residences, specifically Pitman Hall (PIT), International Living/Learning Centre (ILC), and Daphne Cockwell Complex (DCC). It is the central administration that drives the three main functions of Student Housing: Admissions, Residence Life, and Facilities. Housing & Residence Life is truly a dynamic work environment and will provide an invaluable experience to whoever is granted the position. Toronto Metropolitan University is strongly committed to fostering diversity within our community. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority.

POSITION:	Residence Marketing & Design Assistant (MDA)
DEPARTMENT:	Housing & Residence Life
CONTRACT TERM:	April 22nd, 2024 to August 26th, 2024 August 27th, 2024 to April 26th, 2025
REPORTING TO:	Residence Assignments & Marketing Coordinator (RAMC)
HOURS:	(Apr 22 - Aug 26) - 20-35 Hours Weekly; (Aug 27 - Apr 26) - 10-15 Hours Weekly
COMMITMENT TO WELLNESS	
Your primary responsibilities outside of this position are your holistic wellbeing, as well as academic success. Housing & Residence Life feels that a balance of success in these areas will allow you to best support the communities we have living in our residences. Toronto Metropolitan University's understanding of mental well-being is: "the capacities of each and all of us to feel, think, and act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of emotional and spiritual well-being that respects the importance of culture, equity, social justice, interconnections, and personal dignity." For Housing & Residence Life, this includes knowledge, security and understanding of personal well-being, academic support, financial literacy related to your role and understanding of work scope and process to support you where you are at and where you want to be. Toronto Metropolitan University is committed to the success of all its community through ongoing dedication to creating and sustaining a supportive campus culture and institutional ethos without stigmatization and discrimination with regard to mental health.	
DUTIES & RESPONSIBILITIES	
The MDA will work with the RAMC to create and maintain residence print & online marketing materials including but not limited to residence application brochures, hiring brochures, etc. The MDA is responsible for taking, enhancing and maintaining a photographic record of residence events occurring throughout the academic year. The photos will be used for various purposes including residence marketing & promotions, etc. The MDA works with multiple groups within residence according to their event schedule. The MDA oversees the content creation and engagement across all of TMU Housing & Residence Life's social media channels (Twitter, Instagram, Facebook, etc.) and actively seeks out opportunities to grow the online community.	
Duties Include:	
<ul style="list-style-type: none">• Work with RAMC to plan, coordinate and design residence marketing materials for print, website, and a vibrant digital community in residence• Use software (Photoshop, Illustrator, InDesign) to create designs for marketing materials• Maintain and monitor residence social networks (e.g. Facebook, Twitter, Instagram, etc.)• Be relatively aware of upcoming events, campaigns & important dates at TMU, in residence, and in Toronto• Seek out TMU and residence related content and proactively engage with students in the digital world• Foster engagement and collaboration across all residence social media channels• Plan, coordinate and execute the process of taking photos of each floor in Residence• Take pictures of a variety of events & activities involving TMU residence community members each week	<ul style="list-style-type: none">• Photograph students & groups to raise the profile of the people and areas for the TMU residence community• Work with RAMC to discuss the sort of images that are required and how they will be used• Develop and maintain photo sharing website accounts such as on Facebook and Google Drive• Have access to photographic & video equipment, such as digital cameras, lenses, lighting and IT software• Use software to enhance images, change emphasis, crop pictures, move objects, etc;• Participate in marketing activities, which may include, but will not be limited to, residence tours to prospective students (and parents) and, monitoring and responding to online communications.• Weekend & after regular business hours work will be required regularly to cover events digitally and collect a photographic library. Must be available for Move-in Day on and through Orientation Week
QUALIFICATIONS	
<ul style="list-style-type: none">• Ability to work independently with limited supervision• Must be a full-time TMU undergraduate student• Hold a minimum 2.33 GPA• Possess strong organizational, time-management and multi-tasking skills• Be able to communicate effectively in writing and verbally• Be able to work independently, but thrive in a team environment• Be creative and have the ability to troubleshoot issues in a fast-paced setting• Be a self-starter that is full of creative ideas and is not afraid to take initiative	<ul style="list-style-type: none">• Must understand the TMU experience and be engaged in life on campus• Create and foster a sense of enthusiasm and pride in student and campus life• Have training & experience in design that will allow the candidate to fulfill the duties of the position• Have training & experience in the photographic arts that will allow the candidate to fulfill the duties of the position• Social Media is 24/7. Be available at a wide variety of times, including some weekends and evenings• Must have extensive knowledge of social media platforms• Must be an active social media user• Have experience in relevant software such as Adobe Photoshop, Adobe Illustrator, Adobe InDesign, etc.
REMUNERATION:	\$17.55/ hour, 20-35 hours per week (summer); 10-15 hours per week (school year)
CONTACT FOR INQUIRIES:	Caitlin Weld, Residence Assignments and Marketing Coordinator, res.hiring@torontomu.ca
DEADLINE TO APPLY:	Thursday, January 18, 2024 at 12:00 pm – for fairness of all applicants, this is not flexible.

Applications must be submitted online at <https://www.torontomu.ca/housing/hiring/how-to-apply/>
Any questions can be directed to res.hiring@torontomu.ca