

****[For update 26-27 Posting Click Here](#)****

POSITION:	Graduate Advisor (GA) (1 vacancy)
DEPARTMENT:	Housing & Residence Life
START DATE:	August 7, 2025; move in date August 2, 2025 (subject to change)
END DATE:	April 27, 2026; opportunity for renewal
REPORTING TO:	Residence Life Managers & Residence Programming and Academic Initiatives Manager

Toronto Metropolitan University houses over 1100 residents in 3 residence buildings. Living in residence has many advantages, including the chance to meet friends and develop a community with people from across Canada and around the world. The growth and development of the residence community is facilitated by upper-year students on the Residence Life Team; including Residence Advisors, Academic Links, and Community Leaders.

In turn, the Residence Life Team is supported by the full-time Residence Life Team, which includes two Residence Life Managers (RLMs), the Residence Programming and Academic Initiatives Manager (RPAIM), and the Associate Director, Residence Life and Education. Graduate Advisors (GAs) work with the Residence Life team to support the student staff team and the overall Residence community. These positions offer graduate students a chance to apply their education in a practical setting, gain valuable skills they will use throughout their career, and the opportunity to positively impact the lives of incoming Toronto Metropolitan University students.

RESPONSIBILITIES

This part-time, OPSEU Unit 2 staff position will work in one either of two Area Teams; Pitman Hall or DCC/ILLC with one Residence Life Manager (RLM) and approximately 20 Resident Advisors or with the Programming Team that consists of the Residence Programming & Academic Initiatives Manager and the Residence Council Team.

Under the direction of the Associate Director, and direct supervision of the RLMs/RPAIM, the GA will work on various projects, including but not limited to: community development and curriculum, student conduct management, leadership development, and supporting Residence Council and programming initiatives for the duration of the contract (approximately 273 hours). Additional hours (approximately 77) will be required during peak times of August Training, Residence Move-in and Orientation week. From September to April working hours would not exceed 12 hours/week.

The GA is required to live in residence as a condition of employment and will be provided with a bachelor suite within residence at a 50% discount of the typical student rate.

DUTIES INCLUDE:

- Timely follow up with reports of low-level student conduct violations; meet with students and assign sanctions.
- Work with the Residence Programming and Academic Initiatives Manager to provide on-going coaching and advising to the Residence Council. This includes regular attendance at Residence Council Executive meetings and council wide meetings.
- Plan and execute the Residence Hero program, including advertising the program, maintaining a database for submissions, planning and executing the Residence Hero Gala.
- Support with Council initiatives (i.e. event logistics, purchasing supplies, campus space bookings, risk management etc.)
- Participate in training and development of Residence Life Staff
- Regular 1:1 meetings with RLMs/RPAIM to discuss updates and upcoming projects.
- Prepare and facilitate August training sessions on topics such as leadership, community development and peer support
- Other duties as assigned including support with large scale projects such as move-in day and room sweeps

QUALIFICATIONS

- Must be a student in a graduate or professional program at an accredited university during the term of employment.
- Must be willing to work flexible hours, including weeknights and occasional weekends (i.e. Residence Council events; staff meetings.)
- Must have completed a minimum of 3 years of post-secondary studies; undergraduate degree preferred.
- Must be able to live within residence and will be required to adhere to the residence policies
- Previous leadership experience required; work in student housing an asset.
- Good study habits, time management skills, organization, goal setting, problem solving and multitasking skills.
- Good communication and interpersonal skills required
- Ability to exercise independent judgment, take initiative and be creative.
- A satisfactory criminal reference check.
- Must abide by the Residence Agreement including but not limited to vacating room during Winter Break

TOTAL COMPENSATION

- Compensation is \$8,846.73, paid out biweekly (subject to a 3% increase on May 1, 2025 as per OPSEU, Unit 2 Collective Agreement)
- The Graduate Advisor will be expected to pay all residence fees for their assigned residence accommodation
- The Graduate Advisor has the option to purchase a meal plan, not required

ACCOMMODATIONS

- Single occupancy residence space with access to kitchen (specifics of space to be confirmed)
- Shared laundry facilities on-site

APPLICATION INSTRUCTIONS

- Application deadline is Friday, July 18th, 2025 at 9:00am
- Please submit a resume and cover letter by email to res.hiring@torontomu.ca with the subject line "GA Application".
- Please direct any questions about this role to res.hiring@torontomu.ca

Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: res.hiring@torontomu.ca All information received in relation to accommodation will be kept confidential.