

Position: Records Management Assistant

Department: UTM Student Housing & Residence Life

Reports to: Occupancy & Admissions Coordinator

Contract Period:

Position Start Date: First Day of Undergraduate Classes 2025 (September 2, 2025)

Position End Date: End of March 2026 (March 31, 2026)

Eligibility:

Students must be enrolled in at least 2.0 FCE (full course equivalent); minimum 0.5 credits in one session and 1.5 credits in the other during the Fall-Winter Term (September 2025 to April 2026). Students are permitted to accept only one Fall-Winter Residence Position per program period. Students do not have to be OSAP eligible to apply for a Fall-Winter Residence Position.

Nature & Scope:

DUTIES:

- Analyze and report on current vs potential filing plan. Making recommendations for records management improvement across functional administrative groups.
- Assisting in developing/maintaining a records management system and 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
- Project Management Support: Assist in archive digitization project.
- Identify and report document trends
- 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

Diversity Statement:

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications

Student Housing & Residence Life, Oscar Peterson Hall, 3359 Mississauga Road, Suite 120, Mississauga, ON L5L 1C6 Canada
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from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

Compensation:

The incumbent will receive \$17.20/hour.

Hours

The incumbent will work 200 hours (approx. 9-12 hours/week) throughout the contract period.

Vaccine Requirement:

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Policies & Guidelines](#).

Method of Application:

Complete the 2025-2026 Fall-Winter Residence Positions Application webform on our [Student Housing & Residence Life website](#) by Wednesday, March 19, 2025 at 11:59 PM.

Any offers of employment will be conditional upon the approval of the 2025-2026 Fall-Winter Residence Positions.

Employer Contact Information:

Residence Hiring Team – reshiring.utm@utoronto.ca
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON L5L 1C6