

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 compliment to academics at Ryerson University. Housing & Residence Life manages over 300,000 square feet on-campus. It is the department that supports in all 3 of our current residences, specifically HOEM, ILLC, and Pitman Hall, as well as our future residence building, the DCC and is the central administration that drives the 3 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 whomever is granted the positions. Ryerson University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff, our faculty, and its scholarship including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

POSITION:	Assignments and Financial Assistant - 2 positions
DEPARTMENT:	Housing & Residence Life
CONTRACT TERM:	Summer - April 20, 2020 to August 31, 2020 (1 position only) School Year – August 24, 2020 to May 1, 2021 (2 positions)
REPORTING TO:	Residence Assignments & Marketing Coordinator (RAMC)
HOURS:	Summer – 36.25 hours weekly, School Year - 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 of these areas will allow you to best support the communities we have living in Ryerson residence. Ryerson'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 wellbeing, 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. Ryerson 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.	
RESPONSIBILITIES	
The Assignments and Financial Assistant will assist the Residence Assignments & Marketing Coordinator with administrative tasks connected to the Housing & Residence Life admissions schedule.	
DUTIES	
<ul style="list-style-type: none"> Assist with numerous admission & assignment projects including: <ul style="list-style-type: none"> Processing residence applications Room allocation and assignment process for more than 1700 beds Allocate and maintain waitlist process Cancellation and withdrawal process Maintain accurate records within the residence application system and database Planning, preparing & participating in Move-In Day activities on Sunday August 25, 2019 Preparing resident photos for OneCards & residence identification cards Compiling residence occupancy metrics and statistics Preparing resident lists as requested Special applicant groups applications and timelines Assist with numerous student fees & financial projects including: <ul style="list-style-type: none"> Preparing residence fee charge and credit upload files, and corresponding communications Processing payments Fee charge adjustments Audit residence fee charges and credits in RAMSS/SAS Filing/photocopying invoices and receipts 	<ul style="list-style-type: none"> Lead the Residence Recruitment Team as the lead hand which includes: <ul style="list-style-type: none"> assisting with training and job recruitment organizing logistics and communication for tour events run tour events. <p>There are prescheduled tour events on several Saturdays during the academic year and this role is responsible for running those event.</p> <ul style="list-style-type: none"> Assist with student concerns regarding residence accounts, looks up information for students on their accounts as required Help with the preparation and sending of mass email correspondence throughout the residence admissions schedule Help with the correspondence for residence Appeals connected with assignments and fees Assist with the facilities changeover duties by preparing, sending & responding to room inspection letters Perform all other related duties as assigned
QUALIFICATIONS	
<ul style="list-style-type: none"> Must be a Ryerson student Ability to work independently with limited supervision Strong research, analytical skills required Excellent attention to detail and problem solving skills Excellent communication and interpersonal skills required Possess excellent organizational, time-management and multi-tasking skills Be able to communicate effectively in writing and verbally Must understand the residence experience, previous experience in a Housing & Residence Life environment is required Must be willing to work on weekends or after hours on occasion Ability to exercise independent judgment, take initiative and be creative Previous leadership experience in a student environment is required Have experience in relevant software such as Microsoft Excel and Word Hold a minimum 2.33 GPA 	
RENUMERATION:	\$14.50/ hour, 36.25 hours per week (summer); 10-15 hours per week (school year)
CONTACT FOR INQUIRIES:	res.hiring@ryerson.ca
DEADLINE TO APPLY:	January 17, 2019 at 12:00 pm – for fairness of all applicants, this is not flexible.

Applications must be submitted online at <http://ryerson.ca/housing/current-students/get-involved/how-to-apply.html>

