

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 manages all 3 residences, specifically Pitman Hall, ILLC, and O'Keefe House 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. All qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority.

POSITION:	Assignments and Financial Assistant - 2 positions
DEPARTMENT:	Housing & Residence Life
CONTRACT TERM:	Summer - May 1, 2017 to September 1, 2017 (1 position only); School Year – August 21, 2017 to April 30, 2018 (2 positions)
REPORTING TO:	Assignments & Marketing Coordinator/Financial Officer
HOURS:	Summer – 36.25 hours weekly, School Year - 10-15 hours weekly
RESPONSIBILITIES	
The Assignments and Financial Assistant will assist the Residence Assignments & Marketing Coordinator and the Financial Officer 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 & Assignment Process for more than 800 beds • Allocate & Maintain Waitlist Process • Cancellation & Withdrawal Process • Maintain Accurate Records within eRez, residence database • Planning, preparing & participating in Move-In Day Activities on Sunday August 27, 2017 • Preparing resident photos for OneCards & Residence Identification cards • Compiling Residence Occupancy Statistics • Preparing Resident lists for Residence Life and Academic Link Programs • Special Applicant Groups Applications & Timelines • Assist with numerous student fees & financial projects including: <ul style="list-style-type: none"> • Uploading Residence Fee Charges • Processing Payments • Fee Charge Adjustments • Audit Residence Fee Charges in RAMSS/SAS • Processing petty cash/cheque requisition forms • Filing/photocopying invoices and receipts • Lead the Residence Recruitment Team as the Lead Hand which includes: assisting with training & job recruitment, organizing logistics & communication for tour events, running tour events. There are prescheduled tour events on no less than five Saturdays during the academic year, that this role is responsible for running the event. • 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 	
RENUMERATIONS:	\$14.00/ hour, 36.25 hours per week (summer); 10-15 hours per week (school year)
CONTACT FOR INQUIRIES:	Jenny Owens, Residence Assignments & Marketing Coordinator, j1owens@ryerson.ca
DEADLINE TO APPLY:	Wednesday March 1, 2017

Please send your resume and cover letter to housing@ryerson.ca.

