



Position Description

RESIDENCE LIFE COLLABORATIVE TRAINING ASSISTANT

Residence Life Collaborative Training (RLCT) is a staff training program for the ~180 residence life staff on the St. George campus at the University of Toronto. Under the direction of the RLCT Co-Chairs, the RLCT Assistant is responsible for assisting with all aspects of the training program. This includes:

Training & Events Support

- Print, collate, and distribute meeting and training materials.
- Coordinate and confirm AV and material needs with presenters.
- Administrative and logistical support for training sessions and events.
- Act as on-call training and events support.

Assessment & Analysis

- Assist with the implementation of the RLCT assessment plan, including basic analysis.
- Assemble presenter feedback and divisional assessment results.

Logistics Coordination

- Create and coordinate signage, nametags, and other print documents.
- Confirm room bookings, AV access requirements, and other logistical needs.
- Confirm meals and ensure all dietary needs are adequately met.
- Coordinate and deliver presenter thank-you gifts.

Meeting Support

- Attend committee meetings, record minutes, and draft agendas.

Report Generation

- Assist in the development of the RLCT final report.

Term: July 16 – September 14

Hours: Variable, part-time (up to 160 hours total), open availability required between August 20-29, 2018

Compensation: \$18/hour