

Woodsworth Residence Summer Project Assistant Job Description & Expectations

Woodsworth College Residence is a suite-style community of undergraduate students living in individual bedrooms within units of 4, 5, or 6 students. Students are not required to have a meal plan and are responsible for the cooperative management of their own spaces. During the summer months Woodsworth College Residence provides summer housing to students from a variety of post-secondary institutions, groups, and those living in Toronto for 2–4-month bookings.

Under the supervision of the Manager, Residence Life, and with the support of the Residence Operations Coordinator (ROC) and Residence Life Coordinator (RLC), the Summer Project Assistants work closely with residence office staff, including the Assistant to the Dean, Residence Administration (ADRA), the Residence Facilities Coordinator, and Woodsworth College staff and faculty. Summer Project Assistants are an important part of the summer residence community. It is expected that they will communicate openly and effectively with other members of the team. It is important that Summer Project Assistants recognize that what they do as individuals impacts the entire team and residence community.

Summer Project Assistants are expected to support the mission of Woodsworth College Residence in providing residents with a safe, secure, welcoming, and inclusive residence space. In addition to training and supervising, the Manager, Residence Life, the Residence Operations Assistant and Residence Life Coordinator will endeavor to ensure that the Summer Project Assistants are supported and challenged by the position.

Supervisor	Manager, Residence Life
Term	April 25, 2025 – August 25, 2025 (Dates subject to change).
Compensation	\$24.50/hour and residence accommodation during the Summer Term (taxable benefit).
Hours	24 hours/week (including daytime, evening, weekend, and overnight work)
Eligibility	<p>Requirements for this live-in position include:</p> <ul style="list-style-type: none"> ☐ minimum of 1-year related experience in a residence environment, or an equivalent combination of education and experience. ☐ The successful candidate must be able to fulfill the contract in its entirety. ☐ Attend and successfully complete the mandatory training program ☐ Legally work in Canada in this position, with valid work permit ☐ Valid Social Insurance Number <p>Additional requirements include:</p> <p>Demonstrated administrative skills; an understanding of student-life within a post-secondary institution; working and communicating effectively with residents, staff, and community members; the ability to work collaboratively; flexibility providing assistance while on-call as necessary; and the ability to manage time effectively and deal with high stress situations.</p>

DESCRIPTION OF DUTIES

It is expected that the conduct of the SPA will serve as a role model for residents and Front Desk Porters. The SPA will support the Residence Life Office with the following areas:

- Emergency and after-hours response
- Office administration and communications
- Project work

Emergency and after-hours response:

- Sharing a rotational schedule to respond to after-hours situations to assess and initiate appropriate procedures
- Consult with the MRL or RLC for any situations where additional guidance and support is needed
- Advise front desk porters on situations that may be challenging or beyond the scope of their training and experience
- Clarify policy and protocol for student staff as needed
- Maintain confidentiality of residents and staff

Office administration and communications:

- Answering telephones, taking information, and relaying information to appropriate staff
- Checking voicemail and email, responding when necessary
- Providing pertinent information to students, parents, the Residence Office, Residence Life Staff, repair and cleaning staff, guests, and visitors
- Monitoring residence office and summer residence emails accounts during ROC vacation periods
- Assisting Residence Office Staff with administrative tasks as needed
- Office coverage when Summer hours are in effect and staff are on vacation

Project work:

- Assisting in the creation and administration of student staff training as needed
- Reviewing policy documents and creating updated versions as needed
- Reviewing communications content for necessary updates
- Maintaining passive displays in the building and organizing materials at the front desk
- Monitoring Woodsworth College Residence Social Media
- Other project as required

ADDITIONAL INFORMATION It is required that Summer Project Assistants act in a manner that respects guests' rights to confidentiality and demonstrates sensitivity to the complexity of the issues involved in residence living and administration. Prompt reporting of incidents and occurrences in the residence and direct, honest, timely feedback to guests and colleagues is required. Woodsworth College Residence, chiefly as represented by the Dean of Students, the Manager, Residence Life, Residence Life Coordinator, and the Residence Operations Coordinator will undertake to provide any reasonable assistance and support requested by the SPAs in carrying out their duties.