



UNIVERSITY OF TORONTO
INNIS COLLEGE

Commuter Advisor

Date Posted: July 3, 2026 @ 9:00AM

Closing Date: July 15, 2026 @ 11:59PM

Term of Employment: August 17, 2026 – April 30, 2027

About Us

Innis College strives to provide a vibrant and inclusive small-scale community and campus home for its 2,250 undergraduate students, within a world-leading faculty and university. We value personalized support, genuine collaboration, and student empowerment, mentorship, and leadership. We are proud to have the first and only governing body at U of T with parity between students and staff/faculty. We seek to help develop students holistically and engage them on campus and beyond.

The Office of the Dean of Students contributes to the student experience at Innis College, connecting resident and commuter students to leadership opportunities, co-curricular programming, mentorship, and support.

For more information on Innis College and the Office of the Dean of Students, please visit: innis.utoronto.ca.

Your Opportunity

Under the general direction of the Assistant Dean, Student Life & Equity and staff in the Office of the Dean of Students, Commuter Advisors (CAs) are para-professional student staff who play a central role in fostering a welcoming, inclusive, and engaged commuter student community at Innis College.

Commuter Advisors work collaboratively with students, student leaders, professional staff, college leadership, and commuter partners to support commuter students' transition to university life, build community at Innis College, provide mentorship and guidance to commuter students, and enhance the overall student experience for commuter students at Innis College.

Responsibilities

Programming and Community Building

- Plan, develop, facilitate, and evaluate academic, social, and co-curricular programming for commuter students.
- Design and deliver regular programming that promotes connection, belonging, and engagement in the commuter student community.
- Promote and encourage commuter student participation in Innis College initiatives and events.

- Collaborate with students, student leaders, and staff to support programming held by partners at Innis College and the University of Toronto.
- Contribute to the continuing assessment and improvement of programming.

Student Lounge and Space Activation

- Maintain a safe, welcoming, and inclusive environment in the Innis Student Lounge and ensure appropriate use of the space under the supervision of Innis College professional staff.
- Support the day-to-day functioning of the Innis Student Lounge under the supervision of Innis College professional staff.
- Engage students through informal interaction and programming, including events and passive programming.
- Serve as a visible and approachable presence in the Innis Student Lounge by hosting regular office hours.
- Support the processes and procedures related to room bookings in the Innis Student Lounge under the supervision of Innis College professional staff.

Student Support and Mentorship

- Support commuter students as they adjust to and/or navigate university life.
- Encourage the academic, social and co-curricular integration of commuter students into the Innis College community through regular and meaningful interactions, offering guidance, sharing relevant information, and making referrals to appropriate university resources as needed.

Administrative and Team Responsibilities

- Attend mandatory training and meetings as assigned, including all relevant components of the mandatory pre-service training program in August.
- Assist with the promotion and communication of Innis College initiatives and events
- Collaborate with team members and staff.

Qualifications

To be considered for the position, applicants must meet all the following criteria.

- Be a registered, full-time student at Innis College throughout the 2026-27 academic year in their third or fourth year of study.
- Do not live or plan to live in a University of Toronto residence during the 2026-27 academic year.
- Hold an Emergency First Aid and CPR-C certification valid until the end of the employment term.
- Be in good academic standing as most recently assessed by the University of Toronto and remain in good academic standing throughout the 2026-27 academic year.
- Be able to attend relevant components of the mandatory pre-service training program in August.

Successful candidates will possess some or all the following experiences and skills:

- A strong understanding of the commuter student experience at Innis College and/or the University of Toronto.
- Experience planning and executing events and programs for students.
- Strong active listening and support skills, particularly for students in difficulty.
- Ability to work effectively within and across diverse communities and cultures.
- Proven experience in leading and collaborating with peers and staff.
- Capacity to work independently, take initiative, and achieve established goals.
- Strong judgment, critical thinking, and problem-solving abilities.
- A strong understanding of campus resources and support available to students.
- Excellent organizational skills, with the ability to prioritize tasks and meet deadlines while managing unpredictable emergent needs. High flexibility and adaptability are essential.
- Willingness to learn, grow, and develop new skills; receptiveness to coaching and professional development.

Students holding student-staff positions at Innis College are expected to prioritize the position as their primary co-curricular and employment commitment for the duration of their role, in addition to their academic responsibilities. Candidates with extensive co-curricular commitments, or who are involved in activities that may pose a conflict of interest (e.g., Orientation Coordinator or executive, Innis Residence Council, Innis College Student Society, etc.) should anticipate interview questions related to their ability to manage their time and meet the position requirements. Innis College reserves the right to offer positions conditional on a candidate, reducing their co-curricular or employment commitments.

Compensation and Hours of Work

The role is a **unionized position** represented by the **USW Local 1998 – Casual Bargaining Unit**. Wages, benefits, and deductions for this position are outlined in **the Collective Agreement for the USW Local 1998 – Casual Bargaining Unit**.

Effective July 1, 2025, **the rate of pay for this position shall be \$25.43 per hour.**

The position should expect to work **an average of 8 - 12 hours per week throughout the employment period** except for planned university closures and some exam periods. The position should expect to work increased hours during busy periods including the mandatory pre-service training program in August. Most work will be conducted during regular business hours, though some evening and weekend work is required.

This is an in-person role with limited opportunity for remote work.