**OREP HR – Service Catalogue**

# Who We Are

The Operations & Real Estate Partnerships HR Divisional Office supports the following areas:

* **Ancillary Services**: Beverage Services, Charles Street Student Family Housing, Chestnut Residence and Conference Centre, Food Services, Campus Events, Graduate House, Office of Ancillary Services, Residential Housing Ancillary, Trademark and Licensing, Transportation Services.
* **Facilities & Services**: Building Services, Campus Moving and Recycling, Campus Police Services, Environmental Services, Finance, Systems & Payroll, Grounds & Trades including Caretaking Services; Property Management, Fire Prevention & Elevator Services, Sustainability Operations & Services, Mail Services, Utilities and Building Operations: Central Steam Plant, Chiller Plant and Electrical System Operation
* **Information Technology Services**: Academic & Collaborative Technologies (ACT), Business Operations & Administration (BOA), Education, Awareness & Culture (EAC), Enterprise Applications & Solutions Integration (EASI), Enterprise Infrastructure Solutions (EIS), Information Security & Enterprise Architecture (ISEA), Online Learning Strategies (OLS) and Planning, Governance & Assessment and Communication (PGAC)
* **University Planning, Design & Construction**: University Planning, Capital Projects (Project Management and Design & Engineering) and Project Development
* **Planning and Budget and Institutional Research and Data Governance (IRDG)**
* **Real Estate**
* The team also manages the **Operations & Real Estate Partnerships Professional Experience Program (OREP PEP)**

# What We Do

We build and support an inclusive University community by providing assistance to our client groups in the following areas:

* Full cycle recruitment & onboarding
* Payroll, Compensation and Job Evaluation
* Talent management and leadership development
* Employee Wellness & Safety Supports,
* Benefits & Pension administration
* Labour relations and workplace investigation guidance

## [Operations & Real Estate Partnerships Professional Experience Program (OREP PEP)](https://vporep.utoronto.ca/orep-hr-divisional-office/uopep/)

The Operations & Real Estate Partnerships Professional Experience Program (OREP PEP) is designed to provide students and recent graduates with the opportunity to gain work experience in their field of study. The placements range from short term, long term, and casual assignments. Students will gain practical skills, knowledge, and experience in their area of interest to help define their career goals. The team at OREP will help train and guide the next generation of professionals in their field while taking advantage of non-traditional hours and an infusion of fresh new ideas and methods. Students also provide creative thinking, process improvements and can assist the organization in implementing the latest strategies and techniques.

All students are welcome to submit their resume, cover letter and a completed OREP PEP Employment Application Form to [hruniversityoperations@utoronto.ca](mailto:hruniversityoperations@utoronto.ca) including their specific area of study in the subject line.