Program Assistant

UTM Wellness Ambassadors
(Work-Study)

Number of vacancies: 3

Program Overview:
Peer health education serves as an integral component of the student outreach efforts of the UTM Health & Counselling Centre. The UTM Wellness Ambassadors Program provides students with information, tools, and resources to empower them to make healthy choices in support of their personal and academic goals; and supports the development of healthy systems and structures that encourage and foster student health and well-being on campus. Over 100 Work-Study and Volunteer students participate in one of four teams: Physical Health; Mental Health & Safety; Leave the Pack Behind (Tobacco Cessation); and Outreach & Special Events.

Role Overview:
Under the direction of the Health Education Coordinator, the Program Assistants (Work-Study) will lead the program evaluation strategy and support the weekly operations of their designated peer health team (Physical Health, Mental Health & Safety, or Outreach & Special Events).

Key Responsibilities:
- Providing operational, logistics, and program evaluation support to team of 10 to 50 volunteers in the development and implementation of peer health education events and initiatives on campus;
- Collecting and synthesizing statistics and metrics, and generating reports related to impact of programs;
- Maintaining accurate records of student interactions, workshop attendance, resources distributed, evaluation summaries, etc.;
- Assisting with booking of rooms/spaces for events and meetings;
- Collaborating with a wide range of campus stakeholders, including student groups, clubs, staff, and faculty to inform programming content, gather resources, and identify needs and opportunities for health education programming;
- Framing budget requests on behalf of volunteer team;
- Managing the UTM Wellness Ambassadors Work Space;
- Maintaining and organizing meeting minutes;
- Tracking and verifying volunteer hours;
- Assisting in the planning and delivery of team training and professional development opportunities;
- Referring students to on- and off-campus services and resources, and maintaining up-to-date knowledge of available supports on campus and in the community;
- Representing the Health & Counselling Centre and the University of Toronto Mississauga, in a respectful, professional and inclusive manner; and
- Performing additional relevant duties and tasks as designated by the Health Education Coordinator.

Co-curricular Record Competencies developed:
- Health Promotion
- Project management
- Leadership
- Teamwork
- Communication
- Professionalism

Commitment & Remuneration:
- Compensation: active minimum wage hourly rate
- Approximately 9-12 hours per week (August 2017 – February 2018)
- Additional hours worked will be recognized as a volunteer commitment on the U of T Co-Curricular Record
- **Incumbents MUST be available for mandatory training to take place during three (3) full days in the week of August 21, 2017.**

Job Requirements:
- Must be a University of Toronto Mississauga student enrolled during the 2017/18 academic year and be in good academic standing
- Qualify for the Work-Study Program (pending approval)
- Interest in promoting student health and wellbeing
- Demonstrated experience with program evaluation and assessment
- Knowledge of campus and resources
- Event coordination and volunteer management skills
- Excellent oral and written communication skills
- Strong time management and organizational skills
• Appreciation of diversity issues and respect for individual choices
• Knowledge of Microsoft Office

Method of Application:
Please submit your resume and cover letter addressed to Mr. Ravi Gabble via the Career Learning Network (CLN) website by July 10, 2017 11:59PM. Alternatively, you may email your application to ravinder.gabble@utoronto.ca with the subject line: Program Assistant. You may indicate your team preference (Physical Health, Mental Health & Safety, or Outreach & Special Events) in your cover letter.

Contact Information:
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