CANDIDATE PROFILE
IEC EVENTS AND OUTREACH PROGRAMMING ASSISTANT,
SUMMER/FALL/WINTER 2018-2019

SUMMER CONTRACT PERIOD: Monday, May 7, 2018 to Friday, August 31, 2018

F/W CONTRACT PERIOD: Monday, September 3, 2018 to Friday, February 22, 2019

Must be available for:

- Summer Training May 7 – 11, 2018
  - 30 hours, 9am to 4pm each day
- Student Leader Training August 27 – 31, 2018
  - 30 hours, 9am to 4pm each day

SUMMER RENUMERATION: Salary $15.00 per hour. Full-time hours (30 hours per week over a 17-week period).

F/W RENUMERATION: Salary $15.00 per hour. The hours expected of the role are approximately 10 – 15 hours per week, with peak hours in September exceeding this amount. The role is paid up to a maximum of 200 hours during the academic school year.

REPORT TO: The role reports to the International and Intercultural Student Development Coordinator. The supervisor for this role will provide training, support, and assistance in the execution of the job responsibilities.

ELIGIBILITY:

- Applicants must be a returning student in the 2018 – 19 academic year;
- Applicants can only hold one (1) Work-Study Position;
- Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study, and
- Be legally able to work in Canada.

POSITION SUMMARY:
The IEC Events and Outreach Programming Assistant’s primary responsibilities are to support the planning and execution of calendar initiatives and support community building and outreach initiatives as it relates to the Events and Outreach Program in the International Education Centre. This includes, but is not limited to creating an annual calendar of initiatives for students to participate in, researching and understanding student development theory and the student life cycle to inform choice of initiatives in the Program, creation and development of training plans and materials, supporting IEC Peer Ambassador engagement and communication, communication with new international students, coordination of tabling processes for the Events and Outreach Program, creation and development of training plans and materials, completing logistical tasks, acting as a mentor for student staff, and creating materials for the International Education Centre.

REQUIREMENTS:

- Must be available for an interview during the week of March 5 – 9, 2018;
- Student of UTM in good academic standing;
- Interest in intercultural perspectives, equity, diversity and inclusion;
- Passionate self-starter who takes initiative and is passionate about personal and professional development;
- Strong oral and written communication;
- Demonstrated experience in student support and/or volunteer support;
- Ability to prioritize tasks, and exercise strong time management and organizational skills;
- Experience with marketing and advertising methods;
- Ability to work independently and as a member of a team;
- Knowledge of the campus and its resources;
- Solid computer skills and experience with Microsoft Office;
- Photography, graphic design, digital media and/or videography skills or an interest to develop these skills.

**DUTIES:**
- Research and understand student development theory and the student life cycle in order to make informed programming choices;
- Liaise with campus partners to develop and advance the mission of the International Education Centre and increase cross-department collaboration for the Events & Activities Program;
- Create annual calendar for Events & Outreach initiatives based on the themes and goals of the Program;
- Complete tasks to plan Events & Outreach such as venue and transportation arrangements, marketing and advertising strategies, and staffing logistics;
- Establish and implement a strategy for online and digital marketing efforts during the academic year, collaborating with other IEC staff where appropriate;
- Responsibility of event creation and scheduling through Better Impact software;
- Support IEC Peer Ambassadors with relevant developmental materials, communication templates, and community building initiatives;
- Communicate with new international students via Blackboard Community portal;
- Conduct research to better understand the UTM student population and how outreach and engagement methods may be most effective;
- Establish and implement a strategy for face-to-face outreach efforts during the academic year, including the use of marketing through tabling;
- Organize and execute tabling initiatives as related to the IEC Events and Activities Program, including the scheduling of staff and volunteers;
- Track and approve CCR completion hours for IEC Peer Ambassadors through Better Impact software;
- Assist with the delivery of the August Student Leader training program;
- Act as a mentor for the IEC Assistants and IEC Peer Ambassadors, providing peer support and guidance;
- Maintain flexible availability in order to hold office hours, one-on-one meetings with students during the academic year;
- Attend Events & Activities programs to enhance community building goals;
- Assist with the recruitment and hiring process in Winter 2019;
- Communicate with students, team, and supervisor in a timely manner;
- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times;
Monitor UofT email account daily for work-related emails;
Attend and actively participate in all training and professional development sessions;
Attend and actively participate in all Events & Outreach team meetings;
Act as a positive ambassador for the International Education Centre;
Additional duties as assigned by the supervisor(s) based on changing priorities.

EMPLOYER CONTACT INFORMATION:
Anushay Irfan Khan, International and Intercultural Student Development Coordinator
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