CANDIDATE PROFILE
IEC SPECIAL PROGRAMS ASSISTANT, FALL/WINTER 2018-2019

CONTRACT PERIOD: Monday, August 27, 2018 – Friday, February 22, 2019

Must be available for:
- Student Leader Training August 27 – 31, 2018
  o 30 hours, 9am to 4pm each day
  o Salary $15.00 per hour for week of training (30 hours)

RENUMERATION: Salary $14.00 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 Special Programs Assistant’s primary responsibilities are to support community building and engagement initiatives as it relates to the Special Program portfolio in the International Education Centre. This includes, but is not limited to working with the IEC Special Programs Programming Assistant to run events and outreach directly related to student development and transition programs such as but not limited to International Student Orientation, International Student Buddy Program and English Language Conversation Circles, act as a mentor and guide for student leaders within these programs; contributing ideas to marketing and promotion strategies for programs; completing logistical and administrative tasks; and acting as a positive role model for students at large.

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 and/or interest to develop these skills.

DUTIES:
• Act as a mentor and coach for the student leaders within programs by providing peer support and guidance online and in person;
• Coordinate and facilitate regular meetings with student leaders to support outreach and transition of first year and upper year international students;
• Act as a point of contact for students involved in IEC programming by providing connections to on and off campus resources;
• Assist in the creation and dissemination of marketing and promotional material for the Events & Outreach Program and Student Development Programs;
• Assist with community development initiatives within Blackboard portal and/or online blogs;
• Conduct research to better understand the UTM student population and how outreach and engagement methods may be most effective;
• 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 & Activities team meetings;
• Act as a positive ambassador for the International Education Centre;
• Additional duties as assigned by the supervisor(s).

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