CANDIDATE PROFILE
IEC SPECIAL PROGRAMS 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 Special Programs Programming Assistant’s primary responsibilities are to support the planning and execution of a variety of student development and transition programs in the International Education Centre. This includes, but is not limited to, supporting the development, execution and administration of the International Student Orientation, International Student Buddy Program, Global Citizenship Certificate, Work and International Student Program and English Language Conversation Circles. In addition, this position will be responsible for conducting research and understanding student development theory and the student life cycle to inform choice of initiatives in the program, supporting the engagement of students in transition and student development programs, communication with new and upper year international students, supporting the Events and Outreach team with events, community building and educational programs as it relates to the IEC. Facilitating the creation and development of training plans and materials, completing logistical and administrative tasks and creating design 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;
- Demonstrated experiences in program administration and 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;
- Basic photography, graphic design, digital media and/or videography skills and/or interest in developing 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 student development programs;
- Create timelines and administrative tools based on the themes and goals of the Program;
- 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, Events and Outreach team and Work study students 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 programming and engagement methods may be most effective;
- 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 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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