CANDIDATE PROFILE
IEC STUDY ABROAD 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 Global Mobility 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 Study Abroad Programming Assistant’s primary responsibilities are to support the planning and development stages of the Global Mobility portfolio. This includes, but is not limited to on-campus partnership development, program development, promotion strategies, creation and development of training plans and materials, leading campus tours for exchange students, assisting with the development of the study abroad program, 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;
- It is highly desired that the candidate has studied abroad via the exchange program;
- Student of UTM in good academic standing;
- Cross-cultural awareness;
- Strong oral and written communication;
- Excellent time management and organization;
- Familiarity with social media and virtual communication 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 are an asset.

DUTIES:
- Liaise with campus partners to develop and advance the mission of exchange program and broader IEC goals;
- Work collaboratively with faculty contacts to identify course matches and exchange pathways for outgoing students;
- Create targeted marketing and promotional material for the exchange program, including the use of social media;
- Communicate with returning UTM exchange students to help document and share their overseas experiences;
- Develop a comprehensive orientation program for incoming exchange students to UTM;
- Act as a positive ambassador for the exchange program and the International Education Centre;
- Administrative duties as assigned;
- Promote the exchange program via fairs, tabling, social media, etc.;
- Plan and execute events;
- Undertake class visits and tabling;
- Continue to build and progress summer projects as detailed above;
- Attend and actively participate in all exchange team meetings;
- Create marketing and promotional material for the International Education Centre, including the use of social media;
- Communicate with students, team, and supervisor in a timely manner;
- Assist students with inquiries about U of T's study abroad opportunities;
- Outline student exchange, research abroad and summer abroad programs;
- Be respectful and professional at all times;
- Attend and actively participate in all training and professional development sessions;
- Additional duties as assigned by the supervisor(s).

EMPLOYER CONTACT INFORMATION:
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