CANDIDATE PROFILE
IEC UTM GLOCAL IMPACT PROJECT 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
  - 30 hours, 9am to 4pm each day
  - 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 Global Co-Curricular Community Engagement 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 UTM Glocal Impact Project Assistant’s primary responsibilities are to support the promotion and implementation of specific UTM Glocal Impact Project. This includes, but is not limited to supporting the UTM Global Co-Curricular Community Engagement Coordinator and Programming Assistant in the promotion of UTM Glocal Impact Project, providing support and acting as the first point of contact for interested students and successful participants, supporting the planning and delivery of pre departure and post trip sessions, developing positive relations with the program participants, completing administrative and logistical tasks, building positive relationships with partners, and providing overall support for the successful implementation of the UTM Glocal Impact Project.

REQUIREMENTS:
- Must be available for an interview during the week of March 1 – 9, 2018;
- Experience travelling, previous participation in the UTM Abroad program preferred;
- Demonstrated event planning and program design skills;
- Excellent time management and organization skills;
- Demonstrated ability to lead group sessions in partnership with internal departments and external organizations;
- Experience promoting programs and events through tabling, visual promotion, in-class talks, one-on-one discussions, etc.;
- Strong interpersonal skills and demonstrated ability to build positive relationships with students, faculty, and staff;
- Student of UTM in good academic standing;
Cross-cultural awareness;
Strong oral and written communication;
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:**
- Assist in the development, delivery, and assessment of the UTM Glocal Impact Project;
- Develop travel itineraries and budgets according to the specified needs of the relevant University of Toronto policies;
- Liaise with campus partners to develop and advance the mission of the UTM Glocal Impact Project;
- Promote the UTM Glocal Impact Project;
- Participate in UTM Glocal Impact Project programming and outreach;
- Maintain some flexible availability in order to hold office hours, and attend meetings and programming;
- 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 U of T email account daily for work-related emails;
- Attend and actively participate in all training and professional development sessions;
- Attend and actively participate in all UTM Glocal Impact Project team meetings;
- Additional duties as assigned by the supervisor(s).

**EMPLOYER CONTACT INFORMATION:**
Julie Guindon, Global Co-Curricular Community Engagement Coordinator
[contact email]