CANDIDATE PROFILE
IEC UTM GLOCAL IMPACT PROJECT 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 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 Programming Assistant’s (PA) primary responsibilities are to support the planning, promotion, and implementation of the UTM Glocal Impact Project and overall support of the UTM Glocal Impact Project. This includes supporting the Global Co-Curricular Community Engagement Coordinator in the development of new initiatives and acting as a mentor and primary point of contact for the UTM Glocal Impact Project Assistants.

The UTM Glocal Impact Project PA will take primary responsibility for supporting the development and implementation of UTM Glocal Impact Project through the creation and development of training plans and materials for other staff, management of promotional strategies, completing logistical tasks such as supporting the management of the program application process and overall communication strategies, developing resources for participants, as well as supporting the development of positive relationships with the various academic departments.

REQUIREMENTS:
• Must be available for an interview during the week of March 1 – 9, 2018;
• Experience travelling, participation in the UTM Global Impact Program preferred;
• Student of UTM in good academic standing;
• Strong leadership and team building skills;
• Strong oral and written communication skills;
• Excellent time management and organization;
• Experience in student support and/or programming design;
• Ability to work independently and as a member of a team;
• Experience managing confidential data;
• Demonstrated ability to build positive relations with various stakeholders;
• Knowledge of the campus and its resources;
• Cross-cultural awareness;
• Solid computer skills and experience with Microsoft Office;
• Familiarity with social media and virtual communication methods;
• Photography, graphic design, digital media and/or videography skills are an asset.

DUTIES:
• Assist in the development, delivery, and assessment of programming for the UTM Glocal Impact Project Portfolio;
• Act as a mentor for the UTM Glocal Impact Project Assistants, providing peer support and guidance;
• Liaise with campus partners to develop and advance the mission of the UTM Glocal Impact Project;
• Create marketing and promotional material for the program, including the use of social media;
• Participate in UTM Glocal Impact Project programming and outreach;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with students, and attend 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
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