CANDIDATE PROFILE
CO-CURRICULAR RECORD ACTIVITY ASSISTANT
FALL/WINTER 2017/2018


REMUNERATION:

Fall/Winter: The hours expected of a Co-Curricular Record Activity Assistant is approximately 5-12 hours per week. Co-Curricular Record Activity Assistant are paid a maximum of 180 hours per year and are provided with training and professional development opportunities.

ELIGIBILITY: Applicants must be returning student in the 2017-2018 academic year and be legally able to work in Canada.

REPORT TO: Co-Curricular Record Activity Assistant reports to the University of Toronto Mississauga Centre for Student Engagement and directly to a Student Development Officer. The Student Development Officer will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: The Co-Curricular Record Activity Assistant is responsible for enhancing the outreach of the Co-Curricular Record (CCR). This position requires a student who is familiar with the CCR and can explain its benefits and usage to other students. Further responsibilities include: meeting with student organizations to train them with the procedure of being recognized on the CCR, assist with the development and implementation of CCR workshops, among other special projects. The Co-Curricular Record Activity Assistant must have been enrolled in the Winter 2017 semester.

REQUIRED SKILLS:
• Cross-cultural awareness;
• Excellent time management;
• Familiarity with social media and virtual communication methods;
• Knowledge of the campus and its resources;
• Past or current involvement in campus groups or media;
• Strong oral and written communication.

RESPONSIBILITIES:
A: COMMUNICATION
• Communicate with students, team and supervisor in 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.

B: OFFICE ADMINISTRATION & SPECIAL PROJECTS
• Hold regular office hours;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with student organizations;
• Manage and maintain the Communities of Practice along with other student organizations resources.
C: MARKETING & PROMOTION
  • Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;
  • Promote the Co-Curricular Record (CCR);
  • Develop marketing materials for various Student Engagement programs and initiatives.

D: TEAM DEVELOPMENT
  • Attend weekly team meetings;
  • Participate in team socials and teambuilding;
  • Support the efforts of the other Student Organizations Activity Assistant and other Student Engagement initiatives.

E: TRAINING & COMMITMENTS
  • Attend Student Leadership Training between August 21st and 25th;
  • Attend in-service training and development throughout the contract period;
  • Assist with the recruitment and hiring process in Winter 2018;
  • Attend 1:1 meetings with a Student Development Officer regularly.

F: ADDITIONAL DUTIES
  • Additional duties as assigned by a Student Development Officer.