CANDIDATE PROFILE
IEC COMMUNICATIONS ASSISTANT, FALL/WINTER 2017-2018

CONTRACT PERIOD: Monday, August 21, 2017 – Friday, April 7, 2018.

Must be available for:

- Student Leader Training (August 21-25, 2017. 30 hours, 9am to 4pm);

RENUMERATION: Salary $11.40 per hour. The hours expected of the role are approximately 8-10 hours per week, with peak hours in August and September exceeding this amount. The role is paid up to a maximum of 180 hours during the academic school year.

REPORT TO: The role reports to the International Student Advisor. 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 2017-18 academic year and be legally able to work in Canada.

POSITION SUMMARY:
The IEC Communications Assistant’s primary responsibility is to support the development, planning, and implementation of the IEC communication strategies. This includes the leading the Centre’s social media strategies, organizing the Centre’s tabling strategy including staffing, content, and promotional strategies, and using various outlets to promote these programs and events through the IEC bulletin and other communication means. In addition, the IEC Communications Assistant’s will lead the communication and distribution of marketing materials as well as provide support for the Centre’s hiring and training process.

REQUIREMENTS:
- Student of UTM in good academic standing;
- Excellent customer service, interpersonal, organizational, and time management skills;
- Strong oral and written communication skills;
- Solid computer skills and experience with Microsoft Office;
- Demonstrated ability to effectively use social media and virtual communication methods;
- Experience in student support and/or programming;
- Knowledge of the campus and its resources;
- Cross-cultural awareness;
- Ability to work independently and as a member of a team;
- Photography, graphic design, digital media and/or videography skills are an asset.

DUTIES:
- Support the Centre’s communication efforts as they pertain to the promotion of the programs, services, and events offered to students;
- Assist with student programming and event logistics (e.g., room, equipment, materials, and sign up);
- Support the management of the Centre’s social media outlets;
- Organize the Centre’s tabling strategy including staffing, content, and promotional materials;
- Develop effective tabling strategies and volunteer management as it relates to tabling through open and timely communication, resource development, etc.;
- Maintaining positive relationships with the IEC staff to accurately promote the Centre’s activities;
- Collect program information from the various areas in a timely manner to communicate relevant details in advance ensuring proper participation in the various programs;
- Support the Centre’s operations by providing support to the professional staff in answering students questions, providing referrals, and providing support to students when they visit the IEC;
- Maintain some flexible availability in order to hold office hours, one-on-one meetings with student, and attend programming;
- Assist with the recruitment and hiring process in Winter 2018;
- 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 desk team meetings;
- Additional duties as assigned by the supervisor(s).

EMPLOYER CONTACT INFORMATION:
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