CANDIDATE PROFILE
IEC COMMUNITY 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 Community Assistant’s primary responsibilities are to support the planning, development, and delivery of the International Education Centre’s intercultural and community engagement initiatives. This includes, but is not limited to working with a professional staff to advance the IEC vision of becoming a leader in intercultural awareness and internationalization at home. This is achieved through program development strategies, on-campus partnership development, promotion strategies, completing logistical tasks, as well as supporting the development of resources for students, faculty and staff.

REQUIREMENTS:
- Student of UTM in good academic standing;
- Demonstrated ability to support the development and delivery of community engagement programs;
- Strong oral and written communication;
- Excellent time management and organization;
- Demonstrated experience in event planning and/or project management;
- 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 community development and intercultural programming for the International Education Centre;
- Liaise with campus partners to develop and advance the mission of the International Education Centre;
- Create marketing and promotional material and strategies for these initiatives, including the use of social media;
- Provide support in the development of initiatives that foster a sense of community and offer a welcoming environment for international and internationally minded students;
- 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 team meetings;
- Additional duties as assigned by the supervisor(s).

**EMPLOYER CONTACT INFORMATION:**
Veronica Vasquez, International Student Advisor

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