CANDIDATE PROFILE
IEC EVENTS 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 Student Development Officer, International Students. 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 Events Assistant’s primary responsibilities are to support the planning and execution of calendar initiatives as it relates to the Events and Activities Program in the International Education Centre. This includes, but is not limited to working with the IEC Events Program Assistant to execute plans for annual calendar initiatives for students to participate in, researching and understanding student development theory and the student life cycle to inform delivery of initiatives in the Program; completing logistical and administrative tasks; and acting as a positive role model for students at large.

REQUIREMENTS:
- Student of UTM in good academic standing;
- Cross-cultural awareness;
- Strong oral and written communication;
- Demonstrated experience in event planning and/or project management;
- Ability to prioritize tasks, and exercise strong time management and organizational skills;
- Experience with marketing and advertising 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:
• Research and understand student development theory and the student life cycle in order to make informed programming choices;
• Act as a departmental contact with campus partners for specific assigned initiatives in the Events & Activities Program;
• Assist with all tasks required to execute and host initiatives in the Events & Activities Program, such as staffing, marketing and advertising, and awareness campaigns;
• Contribute ideas towards, and make plans for Weekly Events within the Program;
• Assist in the creation and dissemination of marketing and promotional material for the Events & Activities Program;
• Attend Events & Activities programs to enhance community building goals;
• 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 UofT email account daily for work-related emails;
• Attend and actively participate in all training and professional development sessions;
• Attend and actively participate in all Events & Activities team meetings;
• Act as a positive ambassador for the International Education Centre;
• Additional duties as assigned by the supervisor(s).

EMPLOYER CONTACT INFORMATION:
Julie Guindon, Student Development Officer, International Students
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