CANDIDATE PROFILE
IEC EVENTS PROGRAM ASSISTANT, SUMMER/FALL/WINTER 2017-2018

SUMMER CONTRACT PERIOD: Monday, May 8, 2017 to Friday, September 1, 2017.

F/W CONTRACT PERIOD: Tuesday, September 5, 2017 to Friday, April 7, 2018.

Must be available for:
- Summer training (May 8-May 19, 2017. 30 hours per week, 9am to 4pm);
- Student Leader Training (August 21-25, 2017. 30 hours, 9am to 4pm).
- Orientation/Extended Training (August 28-Sept 1, 2017. 12 hours.)

SUMMER RENUMERATION: Salary $13.15 per hour. Full-time hours (30 hours/week over a 17 week period).

F/W RENUMERATION: Salary $13.15 per hour. The hours expected of the role are approximately 8-12 hours per week. The role is paid up to a maximum of 180 hours during the academic school year.

REPORT TO: The role reports to the IEC 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 Program 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 creating an annual calendar of initiatives for students to participate in, researching and understanding student development theory and the student life cycle to inform choice of initiatives in the Program, creation and development of training plans and materials, completing logistical tasks, acting as a mentor for student staff, and creating materials for the International Education Centre.

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;
• Liaise with campus partners to develop and advance the mission of the International Education Centre and increase cross-department collaboration for the Events & Activities Program;
• Create annual calendar for Events & Activities initiatives based on the themes and goals of the Program;
• Complete tasks to plan Events & Activities such as venue and transportation arrangements, marketing and advertising strategies, and staffing logistics;
• Establish and implement a strategy for online and digital marketing efforts during the academic year, collaborating with other IEC staff where appropriate;
• Responsibility of event creation and scheduling through Better Impact software;
• Assist with the delivery of the August Student Leader training program;
• Act as a mentor for the IEC Events Assistants, providing peer support and guidance;
• Maintain flexible availability in order to hold office hours, one-on-one meetings with students during the academic year;
• 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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