CANDIDATE PROFILE
MULTI-SYRINGE ACTIVITY ASSISTANT
FALL/WINTER 2017/2018


REMUNERATION:
Fall/Winter: The hours expected of a Multi-Faith Activity Assistant is approximately 5-12 hours per week. Multi-Faith 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: Multi-Faith 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 Multi-Faith Activity Assistant is responsible for building a community around the four pillars of multi-faith initiatives; Faith, Interfaith, Spirituality, and Mindfulness. This position requires a student who has exhibited intercultural competence. Further responsibilities include: supporting cultural and spiritual programming, enhancing collaboration of faith based student organizations, helping with the organization of Calendar Events, and promoting indigenous initiatives, among other special projects. is currently or has been involved with a student organization at the University of Toronto. The Multi-Faith Activity Assistant must have been enrolled in the Winter 2017 semester.

REQUIRED SKILLS:
• Knowledge of faith, spiritual, and indigenous practices;
• 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
• Craft frequent communications messages to disseminate information about Multi-Faith initiatives via email to students;
• 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 Calendar Events along with other student organizations resources;
• Support Campus Chaplains and collaboration of faith based student organizations;
• Develop programming to encourage interfaith dialogue.

C: MARKETING & PROMOTION
• Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;
• Develop marketing materials for various Student Engagement Multi-Faith 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 Assistants 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.