CANDIDATE PROFILE
IEC OUTREACH 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 Outreach Assistant’s primary responsibilities are to support community building and outreach 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 Outreach Program Assistant to facilitate IEC Peer Ambassador engagement and communication, act as a mentor and guide for the IEC Peer Ambassadors; contributing ideas to marketing and promotion strategies; 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 student support and/or volunteer support;
• 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:

- Act as a mentor and coach for the IEC Peer Ambassadors providing peer support and guidance online and in person;
- Coordinate and facilitate regular meetings with IEC Peer Ambassadors to support outreach to first year international students;
- Act as a point of contact for IEC Peer Ambassadors and students involved in IEC programming by providing connections to on and off campus resources;
- Assist in the creation and dissemination of marketing and promotional material for the Events & Activities Program;
- Assist with community development initiatives within Blackboard portal and/or online blogs;
- Conduct research to better understand the UTM student population and how outreach and engagement methods may be most effective;
- 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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