CANDIDATE PROFILE
STUDENT ENGAGEMENT PROGRAMMING ASSISTANT, CIVIC & COMMUNITY ENGAGEMENT
SUMMER & FALL/WINTER 2017/2018

SUMMER CONTRACT PERIOD: Spring/Summer 2017: Monday May 8th, 2017 to Friday September 1st, 2017


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

F/W RENUMERATION: Fall/Winter: The hours expected of a Student Engagement Programming Assistant, Civic and Community Engagement (SEPA) is approximately 5-12 hours per week. SEPA’s 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: The Student Engagement Programming Assistant, Civic and Community Engagement reports to the Student Development Officer, Community and Civic Engagement. The Student Development Officer will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: The Student Engagement Programming Assistant, Civic & Community Engagement (SEPA) assists with the day-to-day operation of Civic & Community Engagement programs. Some of the responsibilities may include working on large-scale programming, assessment, and special projects. The Student Engagement Programming Assistant, Civic & Community Engagement must be enrolled in at least 40% of a full course load for the entire fall/winter period of study.

REQUIRED SKILLS:
- Cross-cultural awareness;
- Strong oral and written communication;
- Excellent time management and organizational skills;
- Familiarity with social media and virtual communication methods;
- Knowledge of the campus and its resources;
- Student of UTM in good academic standing;
- Previous experience as a Community Engagement Programming and/or Activity Assistant preferred.

SUMMER RESPONSIBILITIES:
- Review community & civic engagement programming and assessment from prior year; review curriculum and make recommendations;
- Begin to create assessment plan for upcoming year;
- Work to connect with community partners to create contacts and programming for year ahead;
- Facilitate communications with all incoming student staff within community & civic engagement portfolio (creation of community);
- Work to create print materials, online materials etc. (for communications in Fall 2017);
- Respond to students inquires and make appropriate referrals;
- Work with CCP (UTSG) and Student Life (UTSC) to connect re. community engagement programming that will be tri-campus wide.
FALL/WINTER RESPONSIBILITIES:
• Review weekly reports and program proposals in a timely manner;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with Communications Programming Assistant and Community Engagement Programming Assistants;
• Coordinate and facilitate regular meetings (weekly) with the Community Engagement Programming Assistants and the Communications Programming Assistant;
• Attend Student Leadership Training between August 21st and August 25th;
• Attend and assist in delivery of Student Leadership Training (August, January 2018);
• Assist with the recruitment and hiring process in Winter 2018.

OTHER ONGOING RESPONSIBILITIES:
• Hold regular office hours;
• 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;
• Liaise with campus and community partners in the development of programs;
• Promote community & civic engagement initiatives and programs through fairs, tabling, social media etc.;
• Participate in team socials and teambuilding;
• Support the efforts of other Student Engagement initiatives;
• Attend in-service training and development throughout the contract period;
• Attend regular Team meetings (weekly);
• Attend regular Community Engagement meetings (monthly);
• Attend 1:1’s with a Student Development Officer regularly.

ADDITIONAL DUTIES
• Additional duties as assigned by a Student Development Officer.