CANDIDATE PROFILE:
STUDENT ENGAGEMENT PROGRAMMING ASSISTANT, LEADERSHIP & LEARNING
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, Leadership & Learning (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, Leadership & Learning 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 Student Engagement Programming Assistant, Leadership & Learning assists with the day-to-day operation of Student Engagement programming. The SEPA is responsible for reviewing and preparing programming for the 2017-2018 academic year. Further, they will be able to review and assess programming, assist with assessment efforts throughout the year, among other special projects. These projects include redevelopment of the utmLEAD program and creation of further leadership curriculum. The Student Engagement Programming Assistant must have strong communication and organizational skills. The SEPA must have been enrolled in the Winter 2017 semester.

REQUIRED SKILLS:

- Knowledge of leadership theories;
- Experience with utmLEAD program is an asset;
- 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.

SUMMER RESPONSIBILITIES:

- Contribute to the Student Engagement Instagram, Twitter, and Facebook accounts;
- Develop curriculum for the utmLEAD program;
• Work to research other leadership programming across Canada to see where UTM can grow;
• Develop ideas for the Leadership Bootcamp and Leadership in Action;
• Assist with the training process for 2017-2018 Student Staff;
• Support the development and execution of various special projects in preparation for the Fall/Winter.

FALL/WINTER RESPONSIBILITIES:
• Supports the development of the Leadership Bootcamp, Awards Banquet and leadership curriculum review;
• Assist with the recruitment and hiring process in Winter 2018;
• Support the efforts of the Leadership Team and Student Engagement initiatives throughout the year;
• Attend in-service training and development throughout the contract period;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with PLC’s (Peer Leadership Coaches);
• Assist with the creation of materials for special projects

OTHER ONGOING RESPONSIBILITIES:
• Attend 1:1 meetings with a Student Development Officer regularly;
• Hold regular office hours;
• Attend weekly team meetings;
• Monitor U of T email account daily for work-related emails;
• Support the efforts of the other Student Engagement Programming Assistants and other Student Engagement initiatives;
• Participate in team socials and teambuilding;
• Be respectful and professional at all times;
• Refer to University policies to answer questions and inform students;
• Communicate with students, team and supervisor in timely manner.

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