CANDIDATE PROFILE:

STUDENT ENGAGEMENT PROGRAMMING ASSISTANT, STUDENT ORGANIZATIONS & CO-CURRICULAR RECORD
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 & Multi-Faith Initiatives (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 & Co-Curricular Record 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, Student Organizations & Co-Curricular Record 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. Which will include: promotional material used for Summer 2017, Fall 2017 and Winter 2018. 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:

• Prior experience designing promotional materials such as posters and banners.
• 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 marketing materials for various Student Engagement programs and initiatives
• Assist with the training process for 2017-18 Student Staff;
• Support the development and execution of various special projects.

FALL/WINTER RESPONSIBILITIES:

• Assist with the recruitment and hiring process in Winter 2017;
• Support the efforts of the Student Organizations & CCR Team within Student Engagement
• Supports 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;
• Assist with the creation of materials for special projects.

OTHER ONGOING RESPONSIBILITIES:

• Craft frequent communications messages to disseminate information to students about Student Engagement initiatives via social media networks;
• 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.