CANDIDATE PROFILE
STUDENT ORGANIZATIONS ACTIVITY ASSISTANT
FALL/WINTER 2017/2018


REMUNERATION:

Fall/Winter: The hours expected of a Student Organizations Activity Assistant is approximately 5-12 hours per week. Student Organizations Activity Assistant are paid a maximum of $2160.00 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: Student Organizations 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 Student Organizations Activity Assistant is responsible for building a student organizations community to promote their initiatives, among Student Engagement initiatives, while supporting them with resources and support. This position requires a student who is currently or has been involved with a student organization at the University of Toronto. Further responsibilities include: manage the table-booking process, assist with the development and implementation of the communities of practice, among other special projects. The Student Organizations Activity Assistant must have been enrolled in the Winter 2017 semester.

REQUIRED SKILLS:
• Strongly Recommended: prior experience with being involved in a student organization at the University
• Experience with either creating event-posters, photography, or event promotion;
• 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 to students about Student Engagement initiatives via email to student organizations;
• Contribute to the Student Engagement Instagram, Twitter, and Facebook accounts;
• 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 Communities of Practice along with other student organizations resources.

C: MARKETING & PROMOTION
- Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;
- Create event posters, photograph events, and promote events using various social media outlets;
- Develop marketing materials for various Student Engagement 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 Assistant 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.