CANDIDATE PROFILE

IEC STUDY ABROAD 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 Study Abroad Assistants (SAAs) will act as an ambassador for the IEC and work collaboratively with the Global Mobility Coordinator to promote the study exchange program and engage students around the idea of study abroad. SAAs will participate in weekly team meetings, collaborate to develop a study abroad marketing and communication plan, develop resources to promote study exchange, and help to shape and implement a marketing and social media strategy to promote the program.

REQUIREMENTS:

- It is highly desired that the candidate has studied abroad via the exchange program;
- Cross-cultural awareness;
- Strong oral and written communication;
- Strong customer service and interpersonal skills;
- Excellent time management;
- Good public speaking skills;
- Familiarity with social media and virtual communication methods;
- Solid computer skills and experience with Microsoft Office;
- Knowledge of the campus and its resources;

DUTIES

- Promote the exchange program via fairs, tabling, social media, etc.;
- Plan and execute events.
- Undertake class visits and tabling;
- Assist students with enquiries about U of T’s exchange opportunities;
- Outline student exchange, research abroad and summer abroad programs;
- Help students navigate the Centre for International Experience, IEC and program websites;
- Attend weekly Study Abroad team meetings;
- Support the efforts of the other Study Abroad Assistant and other International Education Centre initiatives.
- Attend training between August 21 and August 25;
- Attend in-service training and development throughout the contract period;
- Additional duties as assigned.

EMPLOYER CONTACT INFORMATION:

Andrew Sedmihradsky, Global Mobility Coordinator

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