CANDIDATE PROFILE
IEC STUDY ABROAD PROGRAMMING ASSISTANT, SUMMER/FALL/WINTER 2016-2017

SUMMER CONTRACT PERIOD: Monday, May 8, 2017 to Friday, September 1, 2017.

F/W CONTRACT PERIOD: Tuesday, September 5, 2017 to Friday, April 7, 2018.

Must be available for:

- Summer training (May 8-May 19, 2017. 30 hours per week, 9am to 4pm);
- Student Leader Training (August 21 -25, 2017. 30 hours, 9am to 4pm).
- Orientation/Extended Training (August 28-Sept 1, 2017. 12 hours.)

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

F/W RENUMERATION: Salary $13.15 per hour. The hours expected of the role are approximately 8-12 hours per week. The role is paid up to a maximum of 180 hours during the academic school year.

REPORT TO: The role reports to the IEC 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 IEC Study Abroad Programming Assistant’s primary responsibilities are to support the planning and development stages of the Global Mobility and International Students portfolios. This includes, but is not limited to on-campus partnership development, program development promotion strategies, creation and development of training plans and materials, leading campus tours for exchange students, assisting the development of the study abroad program, completing logistical tasks, acting as a mentor for student staff, and creating materials for the International Education Centre.

REQUIREMENTS:

- It is highly desired that the candidate has studied abroad via the exchange program;
- Student of UTM in good academic standing;
- Cross-cultural awareness;
- Strong oral and written communication;
- Excellent time management and organization;
- Familiarity with social media and virtual communication methods;
- Ability to work independently and as a member of a team;
- Knowledge of the campus and its resources;
- Solid computer skills and experience with Microsoft Office;
- Photography, graphic design, digital media and/or videography skills are an asset.

**DUTIES:**

- Liaise with campus partners to develop and advance the mission of exchange program and broader IEC goals;
- Work collaboratively with faculty contacts to identify course matches and exchange pathways for outgoing students;
- Create targeted marketing and promotional material for the exchange program, including the use of social media;
- Communicate with returning UTM exchange students to help document and share their overseas experiences;
- Develop a comprehensive orientation program for incoming exchange students to UTM
- Assist with the summer training program for student staff;
- Act as a positive ambassador for the exchange program and the International Education Centre.
- Administrative duties as assigned;
- Promote the exchange program via fairs, tabling, social media, etc.;
- Plan and execute events;
- Undertake class visits and tabling;
- Continue to build and progress summer projects as detailed above;
- Attend and actively participate in all exchange team meetings;
- Create marketing and promotional material for the International Education Centre, including the use of social media;
- Communicate with students, team, and supervisor in a timely manner;
- Assist students with enquiries about U of T’s study abroad opportunities;
- Outline student exchange, research abroad and summer abroad programs;
- Be respectful and professional at all times;
- Attend and actively participate in all training and professional development sessions;
- Additional duties as assigned by the supervisor(s).

**EMPLOYER CONTACT INFORMATION:**

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