CANDIDATE PROFILE
IEC UTM ABROAD CO CURRICULAR EXPERIENCES 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 UTM Abroad Coordinator. 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 UTM Abroad Co-Curricular Experiences Assistant’s primary responsibilities are to support the promotion and implementation of specific UTM Abroad Co-Curricular Experiences. This includes, but is not limited to supporting the UTM Abroad Coordinator and Programming Assistant in the promotion of UTM Abroad Co-Curricular Experiences, providing support and acting as the first point of contact for interested students and successful participants, supporting the planning and delivery of pre departure and post trip sessions, developing positive relations with the program participants, completing administrative and logistical tasks, building positive relationships with partners, and providing overall support for the successful implementation of the UTM Abroad Co-curricular Experiences.

REQUIREMENTS:
• Experience travelling, previous participation in the UTM Abroad program preferred;
• Demonstrated event planning and program design skills;
• Excellent time management and organization skills;
• Demonstrated ability to lead group sessions in partnership with internal departments and external organizations;
• Experience promoting programs and events through tabling, visual promotion, in-class talks, one-on-one discussions, etc.;
• Strong interpersonal skills and demonstrated ability to build positive relationships with students, faculty, and staff;
• Student of UTM in good academic standing;
• Cross-cultural awareness;
• Strong oral and written communication;
• 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:
• Assist in the development, delivery, and assessment of the UTM Abroad Co-Curricular Experiences;
• Develop travel itineraries and budgets according to the specified needs of Faculty and the relevant University of Toronto policies;
• Liaise with campus partners to develop and advance the mission of the UTM Abroad Courses;
• Promote the UTM Abroad Courses and the UTM Abroad program;
• Participate in UTM Abroad programming and outreach;
• Maintain some flexible availability in order to hold office hours, and attend meetings and programming.
• Assist with the recruitment and hiring process in Winter 2018
• Communicate with students, team, and supervisor in a 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;
• Attend and actively participate in all training and professional development sessions;
• Attend and actively participate in all UTM Abroad team meetings;
• Additional duties as assigned by the supervisor(s).

EMPLOYER CONTACT INFORMATION:
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