CANDIDATE PROFILE
IEC UTM ABROAD COURSES PROGRAMMING ASSISTANT,
SUMMER/FALL/WINTER 2017-2018

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 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 Courses Programming Assistant’s primary responsibilities are to support the planning promotion and implementation of the UTM Abroad Courses and offer overall support of the UTM Abroad program. This includes supporting the UTM Abroad Coordinator in the implementation of current courses, development of new initiatives, as well as acting as a mentor and primary point of contact for the UTM Abroad Course Assistants.

The UTM Abroad Courses PA will take primary responsibility for supporting the development and implementation of UTM Abroad Courses through the creation and development of training plans and materials for other staff, providing support to the UTM Abroad Assistants, supporting the development and implementation of promotional strategies, completing logistical tasks such as supporting the management of the program application process and overall communication strategies, developing resources for participants, as well as supporting the development of positive relationships with the various academic departments.

REQUIREMENTS:

- Experience travelling, participation in the UTM Abroad program preferred;
- Student of UTM in good academic standing;
• Strong leadership and team building skills;
• Strong oral and written communication skills;
• Excellent time management and organization;
• Experience in student support and/or programming design;
• Ability to work independently and as a member of a team;
• Experience managing confidential data;
• Demonstrated ability to build travel itineraries and budgets;
• Knowledge of the campus and its resources;
• Cross-cultural awareness;
• Solid computer skills and experience with Microsoft Office;
• Familiarity with social media and virtual communication methods;
• Photography, graphic design, digital media and/or videography skills are an asset.

DUTIES:
• Assist in the development, delivery, and assessment of programming for the UTM Abroad Portfolio particularly as it relates to the UTM Abroad Courses;
• Act as a mentor for the UTM Abroad Course Assistants, providing peer support and guidance;
• Liaise with campus partners to develop and advance the mission of the UTM Abroad program;
• Create marketing and promotional material for the program, including the use of social media;
• Participate in UTM Abroad programming and outreach;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with students, and attend 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:
Veronica Vasquez, International Student Advisor

Veronica.vasquez@utoronto.ca