OFFICE OF STUDENT TRANSITION OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2018/2019
ACADEMIC INITIATIVES, PROGRAM ASSISTANT

CONTRACT PERIOD: Summer 2018 term would occur from May 7th-September 5th. Successful applicants must be available for summer training in May (dates TBC), Student Leader Training (in late August) and UTM Orientation (dates TBC).

SUMMER RENUMERATION: Salary is $15.00 per hour. The hours expected of an Orientation and Outreach Team Leader is approximately 30 hours per week to a maximum of 510 hours.

REPORT TO: The Orientation and Outreach Team Leader reports to the Office of Student Transition at the University of Toronto Mississauga, and directly to the Student Success Coordinator, Orientation and Outreach. The Student Success Coordinator will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

Job Description
Assists with planning, marketing, coordinating, and evaluating learning enrichment events and other academic initiatives for UTM students and faculty such as workshops, information sessions, Exam Jam, and fundraising campaigns:

- Utilizes a variety of pedagogical tools and peer development strategies to design curricula and plan social events (ex: Scholars Plenary Hour/Enrichment Events)
- Plans and implements event promotions: designs promotional materials, posts on social media, posts posters, makes announcements
- Participates in the development of marketing strategies and materials including promotional videos design and production; web and social media. (Ex: Scholars and course videos, ongoing social media marketing)
- Assists with booking facilities, catering, technical support
- Creates and maintains attendance lists
- Facilitates and co-facilitates workshops, sessions, focus groups and other events; provides logistical and technical supports as needed
- Assists with event assessment and evaluation: facilitates and transcribes surveys, enters and analyses data
- Supports scheduling, training, and coordinating of volunteer teams
- Conducts analysis and data management to support program assessment, report writing, and program development (Ex: survey data summary and analysis)
- Performs other duties as assigned: research, data entry, administrative support.
REQUIRED SKILLS

- Student of UTM in good academic standing;
- Cross-cultural awareness;
- High commitment to ethics and professionalism;
- Strong emotional intelligence skills;
- Organizational skills and high attention to detail;
- High accountability and reliability;
- Strong oral and written communication;
- Ability to remain calm under pressure;
- Sound judgment and problem-solving abilities;
- Excellent time management and ability to prioritize multiple tasks;
- Upper-year undergraduate student with some previous event planning and/or project management experience
- Strong computer skills (excel, word, Power Point/Prezi, Social Media, Web 2.0/ Google Analytics)
- Graphic design skills and administrative experience are an asset
- Creative thinking
- Strong communication and public speaking skills
- A utmONE Scholar alumna/us strongly preferred.

RESPONSIBILITIES

A. PROJECT-MANAGEMENT
- Assist with planning, coordination, promotion and implementation of utmONE, Scholar events and Exam Jam
- Set and follow timelines and tasks for projects and programs with AI team
- Ensure all program materials are prepared for events
- Assist in collecting and input data into data management programs
- Assist in data analysis and report writing

B. ADMINISTRATION
- 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; and
- Submit expense reimbursement forms as necessary
- Assist with supporting the online volunteer management platform

C. TRAINING & COMMITMENTS
- Assist with Parent & Family Orientation.
- Assist with O-Week.
- Assist with Exam Jam.