OFFICE OF STUDENT TRANSITION OPPORTUNITY

CANDIDATE PROFILE – FALL/WINTER 2017/18
Program Assistant, Special Projects


FALL/WINTER RENUMERATION: Salary to be confirmed with offer. The hours expected of the Program Assistant, Special Projects are approximately 8-10 hours per week. The Program Assistant is paid up to a maximum of 180 hours during the academic school year. Attendance at monthly workshops will be required. Most workshops will take place during evening hours.

REPORT TO: The Programs Assistant, Special Projects reports to the Office of Student Transition at the University of Toronto Mississauga, and directly to the Program Coordinator, Special Projects. The Program Coordinator will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: In the Fall/Winter 2017/2018 term, the Program Assistant, Special Projects will participate in the following as part of this position:

This position requires a versatile student who is experienced in programming and marketing, with a talent for communicating with parents and students alike. Further responsibilities include: supporting the administration, marketing, and promotion of Office of Student Transition initiatives such as Emerge, Guardians of UTM, the UTM Time Tracker, Exam Jam, etc.; supporting the research, development, marketing and implementation of Parent & Family programming, including newsletters and workshops; and any other duties as outlined by the Program Coordinator.

The Program Assistant, Special Projects must be enrolled in 40% of a full course load for the entire fall/winter period of study. Selection for this position includes an application and interview process. This is a USW Casual Position that can be accepted in conjunction with no more than ONE Work-Study per program period.

REQUIRED SKILLS

- Student of UTM in good academic standing;
- Cross-cultural awareness;
- Strong oral and written communication;
- Positive customer service skills;
- High accountability and reliability;
- Excellent time management;
- Knowledge of the campus and its resources;
- Familiarity with planning events and workshops;
- Ability to organize information and develop resources for parents & families; and
- Ability to research or explore a given problem in order to find effective and creative solutions.
Knowledge of Adobe Photoshop, Illustrator, InDesign, and web design tools is an asset.

RESPONSIBILITIES

A. STUDENT PROGRAMMING SUPPORT & DEVELOPMENT
- Support the promotion, facilitation, administration, and logistics of OST initiatives;
- Liaise with campus and community partners to support Emerge logistics; and
- Assist with the development of Guardians of UTM programming.

B. PARENT & FAMILY PROGRAMMING
- Support the facilitation and logistics of high quality Parent & Family Programming;
- Provide a welcoming reception to parents during Parent & Family Program sessions;
- Develop and contribute to the production of resources for Parent & Family Programming; and
- Develop and deliver high quality Parent & Family Program education, support, services, and resources.

C. COMMUNICATION & ADMINISTRATION
- Submit bi-weekly timesheets;
- Refer to University policies to answer questions and inform students;
- Maintain required levels of confidentiality when interacting with parents & families;
- Be respectful and professional at all times;
- Monitor U of T email account daily for work-related emails; and
- Promote the Office of Student Transition and Parent & Family Programs through fairs, tabling, social media, etc.

D. TEAM DEVELOPMENT
- Attend Program Assistant team meetings and one-on-ones with the Program Coordinator; and
- Participate in team socials and team building.

E. TRAINING & COMMITMENTS
- Attend Student Leader training from August 21-25, 2017;
- Attend UTM Orientation from August 26 to August 30, 2017;
- Attend the Guardians of UTM event in September 2017;
- Attend various events during the week of Emerge from October 10 -13, 2017;
- Attend Exam Jam in December 2017 & April 2018;
- Attend in-service training and development throughout the academic year; and
- Participate in leadership events as offered by the Office of Student Transition.

F. ADDITIONAL DUTIES
- Additional duties as assigned by Supervisor.