OFFICE OF STUDENT TRANSITION WORK-STUDY OPPORTUNITY

CANDIDATE PROFILE – FALL/WINTER 2017/18
Program Assistant, Transition Programs


FALL/WINTER RENUMERATION: Salary to be confirmed with offer. The hours expected of the Program Assistant, Transition Programs are approximately 8-10 hours per week. The Program Assistant is paid up to a maximum of 180 hours during the academic school year.

REPORT TO: The Program Assistant, Transition Programs reports to the Office of Student Transition at the University of Toronto Mississauga, and directly to the Student Success Coordinator, Transition Programs. The Student Success 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, Transition Programs will participate in the following as part of this position:

This position requires a student who is familiar with Transition Programs can explain its benefits and usage to other students. Further responsibilities include: supporting the administrative functions of LAUNCH and REACH, assisting with year-end event celebration planning, creating and developing programming to promote the Office of Student Transition in programs such as Emerge, Exam Jam, Recruitment Events, etc., support marketing and promotion of Transition Program events and any other duties as outlined by the Student Success Coordinator.

The Program Assistant, Transition Programs 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. Students are permitted to accept ONE work-study position per program period.

REQUIRED SKILLS
- Student of UTM in good academic standing;
- Experience in a Transition Program (i.e. LAUNCH, Academic Coaching, Residence etc.);
- 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;
• Knowledge of the campus and its resources; and
• Familiarity with planning events and workshops.

RESPONSIBILITIES
A. OFFICE ADMINISTRATION AND SPECIAL PROJECTS
• Hold regular office hours; and
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with student staff.

B. COMMUNICATION
• Submit bi-weekly timesheets;
• 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
• Promote the Office of Student Transition through fairs, tabling, social media, etc.

C. TEAM DEVELOPMENT
• Attend LAUNCH and REACH team meetings and one-on-ones with the Student Success Coordinator, Transition Programs;
• Attend departmental meetings on an as-requested basis; and
• Participate in team socials and team building.

D. TRAINING & COMMITMENTS
• Attend Student Leader training from August 21-25, 2017;
• Attend UTM Orientation from August 26 to August 30, 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 the Supervisor.