



Position: Mental Health Programming & Events Assistant

Department: UTM Student Housing & Residence Life

Reports to: Community Standards Officer

Contract Period:

Position Start Date: First Day of Undergraduate Classes 2023 (Specific Date TBD)

Position End Date: End of March 2024 (Specific Date TBD)

Eligibility:

Students must be registered in a 40% course load for the Fall-Winter Term (September 2023 to April 2024). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

Nature & Scope:

Working closely with the Community Standards Officer, the Mental Health Programming & Events Assistant will work to promote student wellness in residence by organizing a number of events and programs throughout the year that aim to decrease stigma and increase knowledge of mental health issues and resources for residence students. Examples of these events and programs include: coordinating Mental Wellness Week; partnering with campus and community organizations to develop and deliver small to large-scale outreach initiatives (e.g., monthly programs surrounding mental health themes, Bell Let's Talk day) that provide opportunities for students to learn about resources and topics in mental health; working to promote SHRL's mental health strategy; developing and implementing a communications and social media strategy to engage with students and promote mental wellness events and helping to facilitate our residence door knocking initiative. The Mental Health Programming & Events Assistant will also have the opportunity to research best practices and develop new events and programs to facilitate in residence.

Responsibilities:

- Provide biweekly updates to Community Standards Officer through one-on-one meetings
- Attend team meetings as required (e.g., mental health committee meetings)
- Communicate with supervisor in a timely manner
- Monitor U of T email account daily for work-related emails
- Additional duties as assigned

Qualifications:

- Excellent oral and written communication skills
- Presentation and group facilitation skills
- Strong organizational and problem solving skills
- Reliable and able to work independently
- Event coordination and volunteer management skills
- Experience with program development, delivery and evaluation
- Appreciation of diversity issues and respect for individual choices

- Strong working knowledge of Word, Excel and PowerPoint software
- Proficiency with social media platforms (esp. Twitter, Facebook, YouTube)
- Previous experience working or living in residence an asset

Compensation:

The incumbent will receive \$15.90/hour.

Hours

The incumbent will work 200 hours (approx. 9-12 hours/week) throughout the contract period.

Vaccine Requirement:

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Guidelines on Vaccination](#).

Method of Application:

Complete the 2023-2024 UTM Residence Work Study Positions Application webform on our Student Housing & Residence Life website by Friday, February 3, 2023 at 12:00pm (noon).

Any offers of employment will be conditional upon the approval of this position for the 2023-2024 work study program.

Employer Contact Information:

Residence Hiring Team – reshiring.utm@utoronto.ca
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON L5L 1C6