



Position: Equity Outreach Network Assistant

Department: UTM Student Housing & Residence Life

Reports to: Community Development Coordinator

Contract Period:

Position Start Date: First Day of Undergraduate Classes 2024 (Specific Date TBD)

Position End Date: End of March 2025 (Specific Date TBD)

Eligibility:

Students must be registered in a 40% course load for the Fall-Winter Term (September 2024 to April 2025). 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:

The Equity Outreach Network (EON) runs events and initiatives that aim to create safe and fun spaces for underrepresented and equity-seeking individuals living in residence. We value diversity as a strength, centering equity and inclusion as prioritized values on residence, and are led by a team of dedicated Residence Student Staff that are passionate about these shared values and amplifying student voices.

EON operates several branch groups, open to all students. These groups are focused on and run by students with specific identities, with the goal of finding community in residence. The current branch groups are:

- **Kickback:** Focused on self-identifying Black students
- **Prism:** Focused on self-identifying QTBIPOC students
- **Umbrella:** Focused on self-identifying LGBT2Q+ students

Working closely with a Community Development Coordinator, the Equity Outreach Network Assistant will support EON in the planning and execution of EON events and initiatives; developing and supporting, in coordination with the EON Branch Group Leaders, the structure, goals and management of the Branch Groups; supporting in the development and advancement of new Branch Groups; and developing facilitation guides for equity-focused programs. Examples of these events and programs include: Chill N' Chat, Cup of Coco, Black History Month, and our Year End Equity Gala called CelebratEON. The Equity Outreach Network Assistant will also have the opportunity to research ways to create equitable spaces in residence and develop new events, programs and initiatives to facilitate inclusive and welcoming spaces.

Responsibilities:

- Provide regular updates to your supervisor through one-on-one meetings
- Attend team meetings as required (e.g., Equity Outreach Network Planning Committees)
- Communicate with your supervisor in a timely manner
- Create facilitation guides/lesson plans for equity-focused events and initiatives with the support of a Community Development Coordinator
- Support in the management of the Equity Outreach Network Planning Committee

- Support in planning and execution of various events, programs and initiatives
- Monitor U of T email account(s) 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
- Knowledge of Equity, Diversity and Inclusion principles
- 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

Diversity Statement:

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

Compensation:

The incumbent will receive \$16.55/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 2024-2025 UTM Residence Work Study Positions Application webform on our Student Housing & Residence Life website by Monday, February 12, 2024 at 11:59 PM.

Any offers of employment will be conditional upon the approval of this position for the 2024-2025 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