Position: Residence Diversity & International Experience Assistant
Department: UTM Student Housing & Residence Life
Reports to: Community Development Coordinator, OPH

Hours: 9-12 hours/week
Compensation: $14.00 per hour
Position Start Date: First Day of Undergraduate Classes 2018 (Specific Date TBD)
Position End Date: End of February 2019 (Specific Date TBD)
Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2018 to April 2019). 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.

JOB DESCRIPTION & QUALIFICATIONS
Working closely with the Community Development Coordinator, the Residence Diversity & International Experience Assistant will support a variety of programs and services that seek to enhance the experience of residence students from a variety of backgrounds & identities - including international as well as those from traditionally marginalized populations. In addition to supporting the international student experience in residence they will be responsible for inclusive cultural & equity-focused programming for residence students. These programs and services range from: leadership development, community involvement, advocacy and diversity training. This position will also help to develop, support and assess the Academic, Culture and English (ACE) program in residence. There will be a strong emphasis on inclusive practices & policy implementation while developing a greater understanding of the international experience and of strategies that best support this growing population.

REQUIRED SKILLS:
Cross-cultural awareness
Strong oral and written communication
Excellent time management
Knowledge of residence, the campus and its resources

RESPONSIBILITIES:
A. COMMUNITY ENGAGEMENT & OUTREACH
- Identify partnership opportunities with campus partners in support of international students.
- Connect with the student community with opportunities to get involved.

B. PROGRAM DEVELOPMENT & PROMOTION
- Liaise with existing and new residence students to develop opportunities for UTM students;
- Promote International initiatives and programs through community meetings, tabling, social media, etc.
- Participate and help run a version of an International Experience Committee
- Create and plan residence wide cultural awareness nights for the residence student population

C. COMMUNICATION & ADMINISTRATION
- Communicate with students, team, program assistant and supervisor in a timely manner;
- 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.

E. TEAM DEVELOPMENT
- Attend team meetings;
- Support the efforts of the other Student Housing and Residence Life initiatives.
- Attend 1:1’s with a Community Development Coordinator regularly.

G. ADDITIONAL DUTIES
- Additional duties as assigned by a Community Development Coordinator.
METHOD OF APPLICATION:
Submit your resume and cover letter via email to Jen Bryden at jen.bryden@utoronto.ca (Subject: 2018-2019 Work Study Application – Name) OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Friday, March 30, 2018 before 5:00 p.m.
Any offers of employment will be conditional upon the approval of this position for the 2018-2019 work study program.

EMPLOYER CONTACT INFORMATION:
Jen Bryden, Acting Records & Admissions Coordinator
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON  L5L 1C6