



UNIVERSITY OF
TORONTO
MISSISSAUGA

Position: Mental Health Programming & Events Assistant
Department: UTM Student Housing & Residence Life
Reports to: Community Standards Officer

Hours: 5-8 hours/week

Compensation: \$14.00 per hour

Position Start Date: First Day of Undergraduate Classes 2019(Specific Date TBD)

Position End Date: End of February 2020 (Specific Date TBD)

Eligibility: Students must be registered in a 40% course load for the Fall-Winter Term (September 2019 to April 2020). 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 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 in October; 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. 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 wellness week 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

METHOD OF APPLICATION:

Submit your resume and cover letter via email to Jen Bryden at jen.bryden@utoronto.ca (Subject: 2019-2020 Work Study Application – Name)
OR in a sealed envelope at the Residence Services Desk, in Oscar Peterson Hall by Saturday, March 23, 2019 before 5:00 p.m.
Any offers of employment will be conditional upon the approval of this position for the 2019-2020 work study program.

EMPLOYER CONTACT INFORMATION:

Jen Bryden, Occupancy & Admissions Coordinator
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON L5L 1C6