

CANDIDATE PROFILE

IEC GLOBAL LEARNING ASSISTANT, FALL/WINTER 2025-2026

F/W CONTRACT PERIOD: Monday, August 25, 2025 – Tuesday, March 31, 2026*

Must be available for:

- Student Leader Training – Monday, August 25, 2024 – Thursday, August 28, 2025*
 - 30 hours, 9am to 4pm each day
- Residence Move-In, Orientation, and International and New-to-Canada Student Welcome (INSW) – Friday, August 29, 2025 – Saturday, September 6, 2025 (specific dates will be communicated in advance)

*All contract dates are anticipated at the time of posting. These dates may change and will be confirmed before the successful candidate is required to sign a contract.

RENUMERATION: Salary \$17.20 per hour. The hours expected of the role are approximately 10 – 15 hours per week, with peak hours in September exceeding this amount. The role is paid up to a maximum of 200 hours during the academic school year and is subjected work-study approval, guidelines, and pay.

REPORT TO: The role reports to either Global Mobility Coordinator within the IEC. The supervisor for this role will provide training, support, and assistance in the execution of the job responsibilities.

ELIGIBILITY:

- Applicants must be a returning student in the 2025 – 2026 academic year;
- Student of UTM in good academic standing of 2.0 CGPA minimum
- Applicants must be legally able to work in Canada.

POSITION SUMMARY:

The IEC Global Learning Assistant's primary responsibilities are to assist in the development, delivery, and assessment of programming and events for the outbound/inbound exchange and UTM Abroad programs. This includes, but is not limited to, acting as a positive ambassador for UTM's Global Learning offerings and promote them through fairs, tabling, social media, and class talks; on-campus partnership development; development of program, training plans, and materials; and completing logistical tasks.

DUTIES:

- Assist in the development, delivery, and assessment of programming and events for the abroad portfolios;
- Maintain some flexible availability to hold office hours, one-on-one meetings with students, and attend programming;
- Act as a positive ambassador for the abroad programs and the International Education Centre;
- Promote the global offerings via fairs, tabling, social media, class talks etc.;
- Attend and actively participate in all training, team meetings and professional development sessions;
- Communicate with students, team, and supervisor in a timely manner;
- Assist students with inquiries about U of T's global learning opportunities;

- Be respectful and professional at all times;
- Additional duties as assigned by the supervisor(s).

EMPLOYER CONTACT INFORMATION:

Andrew Sedmihradsky, Global Mobility Coordinator
andrew.sedmihradsky@utoronto.ca

Sue Romulo, Global Mobility Coordinator
sue.romulo@utoronto.ca

REQUIREMENTS:

- Experience travelling, participation in the Exchange or UTM Abroad programs preferred;
- Strong leadership and team building skills;
- Experience in student support and/or programming design;
- Experience managing confidential data;
- Intercultural awareness;
- Strong oral and written communication;
- Excellent time management and organization;
- Ability to work independently and as a member of a team;
- Knowledge of the campus and its resources;