

## **CANDIDATE PROFILE**

### **IEC GLOBAL LEARNING TEAM LEAD, SUMMER/FALL/WINTER 2025-2026**

**SUMMER CASUAL CONTRACT PERIOD:** Monday, May 5, 2025 – Friday, August 22, 2025\*

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

Must be available for

- Summer Training – Monday, May 5, 2025– Friday, May 9, 2025 \*
  - 30 hours, 9am to 4pm each day
- 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.

**SUMMER RENUMERATION:** Salary \$19.00 per hour. Full-time hours (30 hours per week over a 16-week period).

**F/W RENUMERATION:** Salary \$19.00 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;
- Must be a UTM student in good academic standing with a minimum 2.0 CGPA
- Applicants must be legally able to work in Canada.

#### **POSITION SUMMARY:**

The IEC Global Learning Team Lead’s primary responsibilities are to support 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; completing logistical tasks; acting as a mentor and primary point of contact for the IEC Global Learning Assistants.

#### **DUTIES:**

- Act as a mentor for the IEC Global Learning Assistants, providing peer support and guidance;
- Assist in the development, delivery, and assessment of programming and events for the global learning 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 abroad offerings via fairs, tabling, social media, and class talks;
- 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 learning abroad opportunities;
- Always be respectful and professional;
- Additional duties as assigned by the supervisor(s).

**EMPLOYER CONTACT INFORMATION:**

Andrew Sedmihradsky, Global Mobility Coordinator  
[andrew.sedmihradsky@utoronto.ca](mailto:andrew.sedmihradsky@utoronto.ca)

Sue Romulo, Global Mobility Coordinator  
[sue.romulo@utoronto.ca](mailto:sue.romulo@utoronto.ca)

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**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;
- Photography, graphic design, digital media and/or videography skills are an asset.