

CANDIDATE PROFILE

IEC INTERNATIONAL STUDENT PEER COACHING 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 the International Student Success Coach 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 International Student Peer Coaching Assistant's primary responsibilities are to offer one-on-one peer support through the Transition Coaching Program (TCP), to support new initiatives aimed at offering support new international students and develop and deliver transition opportunities for international and new-to-Canada students. This includes but are not limited to: International and New-to-Canada Student Orientation and transitional support resources for international students featuring time management, learning course material, interacting with faculty, making social connections, getting and help with schoolwork. Additionally, the International Student Peer Coaching Assistant will develop resources for students that pertain to transition challenges, including campus resources videos, and transition skills modules.

DUTIES:

- Assist in the development and delivery of transition programs, such peer-to-peer transition coaching, transitional difficulty sessions and workshops;
- Maintain flexible availability in effort to hold office hours, attend team meetings and one-on-one meetings, and attend programming;
- Assist in the development of resources for students that pertain to transition challenges;

- Collect and assess feedback on programming to inform future program planning activities;
- Liaise with campus partners, student groups and student clubs to increase cross-departmental collaboration for the Transition Coaching portfolio;
- Act as a point of contact for students through peer-to-peer support appointments and resource referral;
- Communicate with students, team, and supervisor in a timely manner;
- Refer to University policies to answer questions and inform students;
- Monitor UofT email account daily for work-related emails;
- Additional duties as assigned by the supervisor(s) based on changing priorities.

EMPLOYER CONTACT INFORMATION:

Sherice Robertson, International Student Success Coach

Sherice.robertson@utoronto.ca

REQUIREMENTS:

- Demonstrated ability to interact with confidential data and maintain confidentiality;
- Understanding, and being sensitive to, international and new-to-Canada student transition issues (academic, social, emotional);
- Intercultural competency awareness and experience working with diverse communities and cultures;
- Strong oral and written communication;
- Demonstrated experience in event planning, project management and/or program design;
- Demonstrated experience developing and facilitating interactive workshops, and providing one-on-one support for students;
- Strong planning and organizational skills, including time management and prioritization skills;
- Knowledge of the campus and its resources;
- Well-developed computer skills and experience with Microsoft Office;
- Experience transitioning to Canada, participation in transition programs (i.e. Transition Coaching Program, LAUNCH, etc.) preferred;
- Proficiency in a language other than English considered an asset.