

CANDIDATE PROFILE

IEC SPECIAL PROJECTS 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 and may change. Final dates will be confirmed prior to signing the contract.

REMUNERATION: Salary \$17.20 per hour. Expected work hours are approximately 10–15 hours per week, with peak hours during September and January. The role is paid up to a maximum of 200 hours during the academic year and is subject to work-study approval, guidelines, and pay.

REPORT TO: This role reports to the International Experience Projects Coordinator. The supervisor will provide training, support, and guidance in carrying out the role's responsibilities.

ELIGIBILITY:

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

POSITION SUMMARY:

The IEC Special Projects Assistant supports the development, implementation, and evaluation of initiatives and events related to UTM international experience programs. Responsibilities include assisting with safety protocols, project planning, and administrative tasks, while ensuring strong communication with students, stakeholders, and team members.

DUTIES:

- Support the planning, execution, and evaluation of international programs and projects.
- Assist with tracking and reporting safety protocols and compliance.
- Maintain flexible availability for office hours and one-on-one student meetings.
- Act as an ambassador for UTM's international offerings, promoting programs via events, social media, and outreach.
- Perform administrative tasks such as budget tracking, creating documents, and organizing program logistics.
- Communicate promptly with students, team members, and supervisors.
- Attend and actively engage in all training, team meetings, and professional development activities.
- Ensure professionalism and confidentiality in all interactions.

- Additional duties as assigned by the supervisor(s).

REQUIREMENTS:

- Experience in project management, event coordination, or administrative support.
- Strong organizational and time-management skills.
- Experience managing budgets and data with high accuracy.
- Intercultural awareness and sensitivity.
- Effective oral and written communication skills.
- Ability to work both independently and as part of a team.
- Knowledge of campus resources and international program offerings preferred.

EMPLOYER CONTACT INFORMATION:

Karolina Kujszczyk, International Special Projects Coordinator

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