CANDIDATE PROFILE
IEC EVENTS AND OUTREACH ASSISTANT, FALL/WINTER 2019-2020

CONTRACT PERIOD: Monday, August 26, 2019 – Saturday, April 4, 2020

Must be available for:
- Student Leader Training August 26 – 30, 2019
  - 30 hours, 9am to 4pm each day

RENUMERATION: Salary $15.00 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.

REPORT TO: The role reports to the International Student Advisor. 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 2019 – 20 academic year;
- Applicants must be legally able to work in Canada.

POSITION SUMMARY:
The IEC Events and Outreach Assistant’s primary responsibilities are to support the planning and execution of events and community building activities to help facilitate the transition of international and new-to-Canada students to Canada and the UTM campus. This includes, but is not limited to, working with the IEC Events & Outreach Team Leader to run events and outreach related to student development and transition programs such as International and New-to-Canada Student Orientation, Buddy Program, Global Career Exploration Program and Language Conversation Circles; planning on-campus day events for students to participate in; acting as a mentor and guide for the IEC Peer Ambassadors; completing administrative and logistical tasks as required; and acting as a positive role model for students at large.

REQUIREMENTS:
- Must be available for an interview during the weeks of February 25 – March 8, 2019;
- Student of UTM in good academic standing;
- Interest in intercultural perspectives, equity, diversity and inclusion;
- Passionate self-starter who takes initiative and is passionate about personal and professional development;
- Strong oral and written communication;
- Demonstrated experience in student and/or volunteer support;
- Demonstrated experience in event planning, project management and/or program design;
- Demonstrated experience in developing and facilitating workshops;
- Interest in student engagement, development and success;
- Ability to prioritize tasks, and exercise strong time management and organizational skills;
- Sensitivity to the needs (academic, social and emotional) of international and New-to-Canada students;
- Ability to work independently and as a member of a team;
Knowledge of the campus and its resources;
Solid computer skills and experience with Microsoft Office;
Experience with marketing and advertising methods;
Photography, graphic design, digital media and/or videography skills or an interest to develop these skills.

DUTIES:
- Assist in the planning and execution of student development and transition programs such as International and New-to-Canada Student Orientation, Buddy Program, Global Career Exploration Program and Language Conversation Circles;
- Assist with all tasks required to plan, promote and execute on and off-campus events, such as staffing, budget, supplies, marketing and advertising, etc.;
- Contribute ideas towards new events, programs or initiatives the IEC could undertake;
- Promote IEC events and program offerings via fairs, tabling, class talks, walkabouts, social media, etc.;
- Organize tabling activities as related to the IEC Events and Outreach Portfolio;
- Responsible for event creation, scheduling and management of Better Impact Software;
- Research and understand Student Development Theory and the student life cycle in order to make informed programming choices;
- Conduct research to better understand the UTM student population and which outreach and engagement methods may be most effective;
- Attend events and programs to enhance community building goals;
- Maintain flexible availability in order to attend team meetings and one-on-one meetings with Events and Outreach Team Leader, and attend programming;
- Act as a point of contact for students involved in IEC programming by providing connections to on and off campus resources;
- Assist with the recruitment and hiring process in Winter 2020;
- Communicate with students, team, and supervisor in a timely manner;
- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times;
- Monitor UofT email account daily for work-related emails;
- Attend and actively participate in all training and professional development sessions;
- Attend and actively participate in all team meetings;
- Act as a mentor for the IEC Peer Ambassadors, providing peer support, guidance and training;
- Track and approve CCR completion hours for IEC Peer Ambassadors through Better Impact Software;
- Act as a positive ambassador for the International Education Centre;
- Additional duties as assigned by the supervisor(s) based on changing priorities.

EMPLOYER CONTACT INFORMATION:
Megan Stevenson, International Student Advisor
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