CANDIDATE PROFILE
IEC EVENTS AND OUTREACH TEAM LEADER, SUMMER/FALL/WINTER 2019-2020

SUMMER CONTRACT PERIOD: Monday, May 6, 2019 to Friday, August 23, 2019

F/W CONTRACT PERIOD: Monday, August 26, 2019 to Saturday, April 4, 2020

Must be available for:
- Summer Training May 6 – 10, 2019
  o 30 hours, 9am to 4pm each day
- Student Leader Training August 26 – 30, 2019
  o 30 hours, 9am to 4pm each day

SUMMER RENUMERATION: Salary $15.00 per hour. Full-time hours (30 hours per week over a 16-week period).

F/W RENUMERATION: Salary $16.00 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 Team Leader’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 Assistants 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; creating and developing training plans and materials; planning on-campus day events for students to participate in; supporting the engagement of students in our programming; developing positive relationships with students, campus partners, and student groups/clubs; acting as a mentor and guide for the IEC Events & Outreach Assistants; completing administrative and logistical tasks as required; contributing ideas to marketing and promotional strategies; 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;
- Strong leadership and team building skills;
- Experience managing confidential data;
- 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.;
- Create timelines and critical paths based on the themes and goals of the IEC programs;
- Contribute ideas towards new events, programs or initiatives the IEC could undertake;
- Liaise with campus partners, student groups and student clubs to develop and advance the mission of the International Education Centre and increase cross-department collaboration for the Events & Outreach Portfolio;
- Create an annual calendar for Events & Outreach initiatives based on the themes and goals of the Portfolio;
- Establish and implement a strategy for online and digital marketing efforts during the academic year, collaborating with other IEC staff where appropriate;
- Establish and implement a strategy for face-to-face outreach efforts during the academic year, including the use of marketing through tabling, walkabouts and class talks;
- Responsible for management of Better Impact Software;
- Develop training module for IEC Peer Ambassadors;
- 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 hold office hours, attend team meetings and one-on-one meetings with Events & Outreach Assistants, 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 delivery of the August Student Leader Training;
• 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 Events & Outreach Assistants, providing peer support and guidance;
• Track and approve CCR completion hours for IEC Peer Ambassadors and students attending IEC programming 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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