CANDIDATE PROFILE
IEC LEARNING ABROAD 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
  o 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 a Coordinator within the global portfolio of 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 2019 – 20 academic year;
- Applicants must be legally able to work in Canada.

POSITION SUMMARY:
The IEC Learning Abroad Assistant’s primary responsibilities are to support the planning and development stages of the global portfolios and offer overall support of the international program offerings. This includes, but is not limited to, on-campus partnership development, program development, promotion strategies, creation and development of training plans and materials, leading campus tours for partners and students, and completing logistical tasks.

REQUIREMENTS:
- Must be available for an interview during the week of February 25 – March 8, 2019;
- Experience travelling, participation in the Exchange or UTM Abroad programs preferred;
- Student of UTM in good academic standing;
- 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;
- Familiarity with social media and virtual communication methods;
- 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;
- Photography, graphic design, digital media and/or videography skills are an asset.

DUTIES:
- Assist in the development, delivery, and assessment of programming for the abroad portfolios;
• Create targeted marketing and promotional material for the abroad programs, including the use of social media;
• Communicate with previous participants to help document and share their overseas experiences;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with students, and attend programming;
• Develop a comprehensive orientation program for incoming program participants;
• Act as a positive ambassador for the abroad programs and the International Education Centre;
• Promote the abroad offerings via fairs, tabling, social media, etc.;
• Plan and execute events;
• Undertake class visits and tabling;
• Assist with the recruitment and hiring process in Winter 2020;
• Refer to University policies to answer questions and inform students;
• Monitor U of T 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;
• Communicate with students, team, and supervisor in a timely manner;
• Assist students with inquiries about U of T’s learn abroad opportunities;
• Be respectful and professional at all times;
• Additional duties as assigned by the supervisor(s).

EMPLOYER CONTACT INFORMATION:
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