CANDIDATE PROFILE
IEC LEARNING ABROAD ASSISTANT, FALL/WINTER 2020-2021

CONTRACT PERIOD: Monday, August 31, 2020 – Friday, February 19, 2021

Must be available for:
- Student Leader Training – Monday, August 31 – Friday, September 4, 2020
  o 30 hours, 9am to 4pm each day
- Residence Move-In Day – Saturday, September 5, 2020

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 2020 – 21 academic year;
- Student of UTM in good academic standing;
- 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:
- Experience travelling, participation in the Exchange or UTM Abroad programs preferred;
- 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;
- Ability to work independently and as a member of a team;
- Knowledge of the campus and its resources;
- Photography, graphic design, digital media and/or videography skills are an asset.

DUTIES:
- Assist in the development, delivery, and assessment of programming and events for the abroad portfolios;
- Create targeted marketing and promotional material for the abroad programs, including the use of social media;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with students, and attend programming;
• Act as a positive ambassador for the abroad programs and the International Education Centre;
• Promote the abroad offerings via fairs, tabling, social media, class talks etc.;
• Attend and actively participate in all training, team meetings and professional development sessions;
• Communicate with students, team, and supervisor in a timely manner;
• Assist students with inquiries about U of T's learning abroad opportunities;
• Be respectful and professional at all times;
• Additional duties as assigned by the supervisor(s).

EMPLOYER CONTACT INFORMATION:
Andrew Sedmihradsky, Global Mobility Coordinator
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