CANDIDATE PROFILE
IEC TRANSITION COACHING ASSISTANT, FALL/WINTER 2021-2022

CONTRACT PERIOD: Monday, August 30, 2021 – Friday, February 18, 2022*

Must be available for:

- Student Leader Training – Monday, August 30 – Friday, September 3, 2021*
  - 30 hours, 9am to 4pm each day
- Residence Move-In Day – Saturday, September 4, 2021*

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 Transition Coach, International Students. 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 2021 – 2022 academic year;
- Student of UTM in good academic standing;
- Applicants must be legally able to work in Canada.

POSITION SUMMARY:
The IEC Transition Coaching Assistant’s primary responsibilities are to offer the one-on-one peer support through the Transition Coaching Program, and develop and deliver transition sessions for international and new-to-Canada students; including but not limited to, International and New-to-Canada Student Orientation and the Foundation for Success Series for International Students featuring health insurance, academic rights, off-campus housing, work, experience and careers, and taxes. Additionally, the Transition Coaching Assistant will develop resources for students that pertain to transition challenges, including campus resources videos, transition skills modules, health insurance informational videos, and handouts and brochures with tax, immigration or financial information.

REQUIREMENTS:
- Ability to manage confidential data;
- Understanding, and being sensitive to, international and new-to-Canada student transition issues (academic, social, emotional);
- Intercultural competency awareness and experience working with diverse communities and cultures;
- Strong oral and written communication;
- Demonstrated experience in event planning, project management and/or program design;
- Demonstrated experience developing and facilitating interactive workshops, and providing one-on-one support for students;
- Strong planning and organizational skills, including time management and prioritization skills;
- Knowledge of the campus and its resources;
- Well-developed computer skills and experience with Microsoft Office;
• Experience transitioning to Canada, participation in transition programs (i.e. Transition Coaching Program, LAUNCH etc.) preferred;
• Proficiency in a language other than English considered an asset.

DUTIES:
• Assist in the development and delivery of transition programs, such peer to peer transition coaching, transitional difficulty sessions and workshops;
• Maintain flexible availability in order to hold office hours, attend team meetings and one-on-one meetings, and attend programming;
• Assist in the development of resources for students that pertain to transition challenges;
• Collect and assess feedback on programming to inform future program planning activities;
• Liaise with campus partners, student groups and student clubs to increase cross-departmental collaboration for the Transition Coaching portfolio;
• Act as a point of contact for students through peer-to-peer support appointments and resource referral;
• Communicate with students, team, and supervisor in a timely manner;
• Refer to University policies to answer questions and inform students;
• Monitor UofT email account daily for work-related emails;
• Additional duties as assigned by the supervisor(s) based on changing priorities.

EMPLOYER CONTACT INFORMATION:
Marlo Young-Sponga, Transition Coach, International Students
marlo.young.sponga@utoronto.ca

*All contract dates are anticipated for this time period at the time of posting. These dates will be confirmed before the successful candidate is required