Work-Study Information Session
2018-19
March 29th, 2018

Department of Management
Institute for Management and Innovation
Work-Study Presentation

- Student Experience Team (SEA)
- First Year Experience (FYE)
- Business Analyst (BA)
- Careers Assistant (CA)
- Communications Assistant (Comm)
- IMI Communications & Media Interns (CMIs)
- I-CUBE Work-Study
- Summer Positions
Student Experience Assistant (SEA)

Kevin McKenna
3rd Year Accounting Student, Aspiring CPA

Patrick Gil
3rd Year Accounting Student, Aspiring CPA
OUR EXPERIENCE

- MOMENTUM CONFERENCE
- EMERGING LEADERS
- WEEKLY DEPARTMENT MEETINGS
- UNIVERSITY RESEARCH ASSIGNMENT
- MENTORSHIP
First Year Experience (FYE)

- BIZ Life Blog & Blackboard Updates
  - Resources, Career options, Study tips
- PSDP/IEC Info Session
  - For international students
- First Year Video Project
  - Show diversification
  - Address common concerns
Lavan Puvan
• Curriculum Officer

Business Analyst (BA)

• Reliable with excellent time and project management skills
  • Variety of initiatives and projects
• Self-directed and able to communicate with various parties
• Detail-oriented with excellent analytical and reporting skills
• Experience with Microsoft Office Suite
The Professional Development & Learning Centre offers career advising, interview prep and resume critiques exclusively to business students.

**Meghan Tamane**  
Professional Development & Internships Coordinator

**Patricia Ly**  
Careers Assistant

**Matthew Smith**  
Careers Assistant - Communications
About the Role

- PowerPoint/Photoshop experience
- Resume/cover letter writing experience
- Interview tips
- How to get more involved on campus
- Administrative tasks
- Event planning
About the Role

- Posters & Graphics
  - Photoshop/InDesign
- Event Promotion
  - Rise Vision Signage
  - PSDP Website
  - Timely Calendar
- LinkedIn Critiques
Photoshop
Create engaging graphics and designs

InDesign
Assist with marketing and outreach plans

BMO Financial Literacy Workshop
Network with Banking Professionals

BMO workshop will cover:
- Budgeting & Cash Flow
- Understanding Debt
- Savings and Investment Options

Date: Wednesday January 17th
Time: 6:00pm - 8:00pm
Location: Council Chambers
Dress Code: Business professional

Experience a bank where people come first
Register today at bit.ly/URL
3rd Year Management student

IMIC COMPETITOR

SMA SOCIAL DIRECTOR

DofM COMMUNICATIONS ASSISTANT
FASTrack #1: LEVERAGING YOUR STRENGTHS FOR SUCCESS

THURSDAY, SEPTEMBER 28TH
3PM-5PM
DRESS CODE: BUSINESS CASUAL
LOCATION: DV FACULTY CLUB
** ATTENDING ALL 5 FASTRACK SESSIONS WILL GET YOU INVITED TO THE DIRECTOR’S CIRCLE**

ATTENDED INTENDED EVENT
ACQUIRED NEW SKILLS AND NETWORKS

UPCOMING EVENTS

ADvanced Data Analysis with Marquee Group
Friday, November 3rd, 8 AM - 5 PM
FLC
70 PDPO Points in Development Skills

FASTRACK #3: ART OF NETWORKING
Thursday, November 9th, 3 PM - 5 PM
DV FACULTY CLUB
21 PDPO Points in Development Skills

BUSINESS BANQUET
Tuesday, November 14th, 6 PM - 10 PM
LakeShore Convention Centre
2 PDPO Points in Development Skills

MADE A COMMITMENT TO YOUR CAREER

STUDENTS ARE EXPECTED TO ATTEND EVENTS THAT THEY SIGN UP FOR.

SIGN UP SHOW UP

ATTEND EVENTS THAT YOU SIGN UP FOR TO MAKE THE BEST OUT OF YOUR TIME HERE AT UTMD!
IMI Communications & Media Interns (CMI)

Darren Clift
• 4th year CCIT/PWC

Jillian Segovia
• 3rd year CCIT/PWC/Cinema

Sarah Sultana
• 4th year DEM
Primary responsibilities

- Work 1-2 days per week + weekly meeting (1 hour)
- Typically 7-9 hours per week (mostly in-house)

- Graphic design
  - Posters, digital signage (screens, website), social media, logos

- Writing
  - Profiles on faculty/staff, articles on events

- Photography/Video
  - Covering events, headshots, campus

- Events
- Social media*
CMI Portfolios: Darren

- Illustrator tutorial, posters & graphics
- Staff profiles + photos
CMI Portfolios: Jay

- IMI Grad Day campaign
- Animation videos
  (learned AfterEffects on the job!)
CMI Portfolios: Sarah

- MScSM SLS campaign
- Social media graphics
- Alumni Mixer campaign
ICUBEUTM
Entrepreneurship in Action
WHO WE ARE

A business accelerator that offers early-stage business development & commercialization services including an entrepreneurial curriculum, business advisory services, co-working space, expert speaker sessions, and a mentorship program.
Operations Assistant

- Manage daily operations of ICUBE to improve processes as we grow
- Provide analytical support for operational and strategic decisions for ICUBE and start-up teams
- Calendaring and coordination of all internal and external meetings

Social Media Assistant

- Develop marketing plans to optimize social media channels
- Generate, edit, publish and share daily content (original text, images, video)
- Moderate all user-generated content in line with the communications policy for each community

Creative / Design Assistant

- Create designs for print media such as brochures, pamphlets, and posters
- Collaborate with the marketing team to support our website design and marketing content (social media platforms, blogs, and more)
- Deliver exciting, effective and memorable design elements
PR/Outreach Assistant

- Effectively build and strengthen relationships with key media outlets
- Identify opportunities for partnerships, sponsorships, and advertising by monitoring print, online and social media trends
- Develop, draft and coordinate communications internally and externally

Web Design Assistant

- Designing and implementing new features and functionality for ICUBE’s web applications with WordPress
- Developing, implementing and monitoring custom web applications as needed for Start-up teams
- Managing all technical aspects and ensuring Web accessibility and optimal traffic performance

Information Systems Assistant

- Work with CRM, Project Management (Teamwork) and ICUBE’s external communication / newsletter (MailChimp) applications
- Ensure event programming catering request forms are submitted in a timely manner
- Prepares documents for the purpose of communicating information and/or creating documentation in assisting the programming of ICUBE
Experiential Learning
Mentorship
Ideation workshops

www.icubeutm.ca
Summer Positions! May-Aug 2018
Must be enrolled in 1.0 credits from April to August

• Business Analyst
  • Reliable with excellent time and project management skills
    • Variety of initiatives and projects
  • Self-directed and able to communicate with various parties
  • Detail-oriented with excellent analytical and reporting skills
  • Experience with Microsoft Office Suite

• Special Events Coordinator
  • Marketing skills to promote 2nd year Momentum Conference
  • Organized and able to coordinate and liaise between various parties
  • Good project management and time management skills
  • Having attended Momentum Conference in 2017 an asset
Application Details

- Student Experience Team (SEA)
- First Year Experience (FYE)
- Business Analyst (BA)
- Careers Assistant (CA)
- Communications Assistant (Comm)
- IMI Communications & Media Interns (CMI)
- I-CUBE Work-Study (please apply on www.icubeutm.ca)
- Summer Positions

Application Details:
Due Date: April 27th, 5 pm
Required: Resume and Cover Letter (in one PDF) to yukilining.zhong@utoronto.ca
Subject Line: "PositionAppliedTo_LastName_First Name"

Note: You may apply to multiple positions with the Department of Management, IMI or ICUBE