CANDIDATE PROFILE
CSE ACADEMIC COACHING ASSISTANT, FALL/WINTER 2020-2021

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

Must be available to:
- Attend Student Leader Training (Monday, August 31 – Friday, September 4, 2020)
- Support large-scale CSE events including UTM Orientation (September 5, 2020 – September 12, 2020) and Exam Jam (TBC)

RENUMERATION: Salary $15.00 per hour. The hours expected of the role are approximately 10 – 15 hours per week. The role is paid up to a maximum of 200 hours during the academic school year.

REPORT TO: The role reports to the Student Engagement Coordinator, Academic Coaching. 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 CSE Academic Coaching Assistant’s primary responsibilities are to develop and deliver transition programming for underrepresented and transition vulnerable students, including but not limited to, new student orientation, workshops, social events, and individual support appointments. Additionally, the Academic Coaching Assistant will develop resources for students that pertain to transition challenges. The Academic Coaching Assistant will also act as a point of contact for students, and maintaining flexibility in their schedule to have virtual peer-to-peer support appointments.

REQUIREMENTS:
- Ability to manage confidential data;
- Understanding, and being sensitive to the transition issues faced by under-represented populations of students.
- 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;
- Proficiency in a language other than English considered an asset.
DUTIES:

- Assist in the development and delivery of transition programs, such as peer to peer proactive coaching, transitional difficulty sessions and workshops;
- 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 Academic Coaching portfolio;
- Act as a point of contact for students through peer-to-peer support appointments and resource referral;
- Maintain flexible availability in order to hold office hours, attend team meetings and one-on-one meetings, and attend programming;
- 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:

Andrew Fenech, Student Engagement Coordinator, Academic Coaching
andrew.fenech@utoronto.ca