CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER 2021
Communications Assistant – Parent & Family


SUMMER RENUMERATION: Salary $15 per hour. The hours of work expected of a summer position will be determined and scheduled by the supervisor, but is not expected to exceed 100 hours in total over the course of the contract period.

REPORT TO: Communications Assistant-Parent & Family reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Manager, Orientation, Transition, and Engagement. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:
The Communications Assistant-Parent & Family supports the creation and implementation of outreach initiatives (both online and in-person) designed to support and engage family members of new-to-UTM students. This includes the creation of print and digital materials that will be used to support the Parent and Family Orientation, monthly newsletters, and online resources. This position requires an ability to connect with parents of students through written communication and visual communication.

Communications Assistant-Parent & Family must be an undergraduate student enrolled in summer courses totaling 0.5 credits from May-August 2021. Must have a CGPA of 2.0

Selection for this position includes an application and interview process.

REQUIRED SKILLS:
- Ability to work with various stakeholders including a diverse group of staff, students, faculty, and parents
- Ability to utilize an equity lens in the creation of print and digital materials
- Excellent communication skills, including oral and written skills
- Moderate graphic design skills and video recording/editing background
- Excellent time management and project planning skills
- Awareness of AODA requirements
- Excellent knowledge of campus resources and departments
RESPONSIBILITIES:

B. CREATION OF CONTENT
- Create parent and family resources, both written resources and graphic design work, to support orientation, newsletters, and online resources
- Film and edit videos to support parent programming and learning

C. CURRICULUM SUPPORT AND LEARNING
- Contribute to the collective knowledge of parent and family needs through a variety of channels (e.g., reflecting on research articles, assessing a curriculum map)
- Support the creation of surveys to learn more about UTM’s parent and family needs

D. PROMOTION & EVENT COMMITMENTS
- Support Orientation, pre-arrival activities and workshops as required

E. COMMUNICATION
- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times; and
- Monitor U of T email account daily for work-related emails.

F. TEAM DEVELOPMENT
- Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
- Participate in team socials and team building.

G. ADDITIONAL DUTIES
- Additional duties as assigned by a Manager, Orientation, Transition, and Engagement.