CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER 2022
Parent & Family Assistant

SUMMER CONTRACT PERIOD: May 9, 2022 to September 10, 2022*. Successful applicants must be available for Summer Student Leader Training (May 9, 2022 to May 20, 2022) and UTM Orientation (September 3, 2022 – September 10, 2022, exact dates TBC).

*Please be aware these are all anticipated contract dates. Exact dates will be confirmed with the contract offer.

SUMMER RENUMERATION: Salary $15 per hour. The hours of work expected of a summer position is Monday to Friday, 10:00am-4:30pm, for a total of 20 hours per week during the contract period.

REPORT TO: Parent and Family Assistant 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 Parent & Family Assistant 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.

Recent graduates are eligible and encouraged to apply for these positions. Must have a minimum CGPA of 2.0. Selection for this position includes an application and interview process.

The University of Toronto and the Centre for Student Engagement are strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

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:

A. 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

B. 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

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

D. 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.

E. 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.

F. ADDITIONAL DUTIES
• Additional duties as assigned by the Manager, Orientation, Transition and Engagement.