CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2020/2021
Grad Connect Assistant


F/W RENUMERATION: Fall/Winter: Salary $15 per hour. The hours expected of a Grad Connect Assistant is approximately 8-10 hours per week up to a maximum of 200 hours during the academic school year.

REPORT TO: The Grad Connect Assistant reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator, Leadership, Mentorship & the Co-Curricular Record. The Coordinator will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:
The Grad Connect Assistant is responsible for assisting in the creation, organization, implementation and assessment of the Grad Connect mentorship program at UTM. This position requires a graduate student who is interested in building community between the undergraduate and the graduate population. The graduate student employed as a Grad Connect Assistant will work in collaboration with an undergraduate Grad Connect Assistant in supporting the Grad Connect program. The Grad Connect Assistant role is virtual for 2020-2021 as is the Grad Connect program.

MINIMUM QUALIFICATIONS REQUIRED:
• Project-management and/or event-planning experience
• Excellent attention to detail
• Excellent organization skills
• Preference is given to those who have experienced mentorship/mentorship programming
• Strong written and in-person communication
• Excellent time-management
• Cross-cultural awareness
• Knowledge of the campus and its resources
• Must maintain a minimum CGPA of 2.0 while employed with CSE
• Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study
• Be legally able to work in Canada.
• The incumbent must be available for the training

REQUIRED SKILLS:
• Cross-cultural awareness;
• Excellent time management;
• Familiarity with social media and virtual communication methods;
• Knowledge of the campus and its resources;
• Past or current involvement in campus groups or media;
• Strong oral and written communication.

RESPONSIBILITIES:
PROJECT MANAGEMENT
• Manage the completion of a project(s) from start to finish including logistical planning and organization of mentor/mentee recruitment, mentee-mentor matching, mentor/mentee check-ins, socials and monthly workshops
• Collaborating with campus partners and/or other Centre for Student Engagement teams

DATA ANALYSIS
• Assess the Grad Connect Program by creating surveys, collecting data, analyzing the results and writing a report
• Track program completion for CCR recognition

COMMUNICATION
• Create and provide resources to mentees and mentors to support their development and the success of the program
• Promote the Grad Connect program through crafting email marketing campaigns and building relationships with undergraduate and graduate programs
• Regularly communicate with mentees and mentors
• Communicate with team and supervisor in a timely manner;
• Refer to University policies to answer questions and inform students;
• Be respectful and professional at all times;
• Monitor U of T email account daily for work-related emails.

TRAINING & COMMITMENTS
• Training will be delivered by the coordinator throughout the start of the position
• Support large-scale CSE events including Exam Jam (TBC)
• Assist with CSE recruitment and hiring process in Winter 2021;
• Attend one-on-one meetings with the supervisor/Team Lead regularly.
• Attend weekly team meetings
• Participate in team socials and teambuilding

ADDITIONAL DUTIES
• Additional duties as assigned by the supervisor