CANDIDATE PROFILE – Summer 2020
Student Advising Outreach Assistant

**CONTRACT PERIOD:** Monday May 11th – Friday July 31st, 2020. Mandatory training will take place between May 11th and May 15th from 10:00am-4:30pm daily.

**RENUMERATION:** Salary is 15 per hour. The hours expected of Student Advising Outreach Assistant is 30 hours per week with evening and weekend work required. Shifts will be either 10:00-4:30 with a 30 minute unpaid lunch or 1:00-7:30 with a 30 minute unpaid lunch. Schedules outlining expected hours of work will be provided at the start of the position.

**POSITION SUMMARY:** The Student Advising Outreach Assistant will support the summer advising initiative to outreach to academically at-risk students going into second year. These outreach measures will seek to support students in scheduling appointments with advisors who will provide further support.

**REQUIRED SKILLS**
- Student or recent graduate of UTM in good academic standing;
- Cross-cultural awareness;
- High commitment to ethics and professionalism;
- Strong oral and written communication with high attention to detail;
- Sound judgment, problem-solving abilities and ability to remain calm under pressure
- Excellent time management and ability to prioritize multiple tasks;
- Knowledge of the campus and its resources.

**RESPONSIBILITIES**

**A. STUDENT OUTREACH**
- Contact identified students through phone and email;
- Schedule appointments with advisors using the booking system and coordinate phone or zoom meetings
- Connect students to other resources as required (ie. Students in crisis); and
- Track and report on all interactions

**B. COMMUNICATION & ADMINISTRATION**
- Submit timesheets;
- Refer to University policies to answer questions and inform students; and
- Monitor U of T email account daily for work-related emails.

**C. TRAINING & COMMITMENTS**
- Attend required training between May 11th and May 15th
- Be available to work at least 1 evening per week and 2 weekend dates during the contract period.

Applications close Sunday, April 19th at 11:59pm
Submit resume, cover letter and Co-Curricular Record to andrew.fenech@utoronto.ca