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

REPORT TO: Graduate Mentor 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 Graduate Mentor Assistant is responsible for developing and support programming 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 Graduate Mentor Assistant will work in collaboration with an undergraduate Graduate Mentor Assistant in supporting the Grad Connect program.

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:

A: COMMUNICATION

- Craft frequent communications messages to disseminate information to students about Student Life initiatives via email/social media to graduate students;
- Communicate with students, team and supervisor in 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.

B: OFFICE ADMINISTRATION & SPECIAL PROJECTS
• Hold regular office hours;
• Maintain some flexible availability in order to hold office hours, one-on-one meetings with graduate students;
• Support or create programs for graduate students.

C: MARKETING & PROMOTION
• Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;
• Develop marketing materials for various programs and initiatives.

D: TEAM DEVELOPMENT
• Attend and contribute at regular team meetings
• Participate in team socials and teambuilding;

E: TRAINING & COMMITMENTS
• Attend 1:1 meetings with a Student Engagement Coordinator regularly;
• Attend Student Leader Training in late August;
• Assist with CSE events including: Exam Jam, Fall Campus Day, March Break Open House, Parent and Family Orientation and O-Week and,
• Assist with student leader hiring for 2020/2021

F: ADDITIONAL DUTIES
• Additional duties as assigned by a Student Engagement Coordinator.