Student Engagement Program Development Job Family

Department: Centre for Student Engagement

Nature and Scope:
Student Engagement Program Development jobs with the Centre for Student Engagement assist in the creation, organization, implementation and assessment of on-campus programming and events that serve undergraduate students. Some examples are first year transition programming, faith-based programming and graduate programming. They are expected to participate in weekly team meetings, recruitment, and outreach activities.

Jobs in the Community Engagement Program Development Family include:
- Events Assistant
- Transition Program Assistant
- Interfaith Assistant
- Grad Connect Assistant
- Parent & Family Assistant
- Outreach Assistant

Duties and Responsibilities:
- Manage the completion of a project(s) from start to finish including logistical planning and organization
- Collaborating with campus partners and/or other Centre for Student Engagement teams
- Volunteer management
- Develop innovative and interactive tabling and outreach activities throughout the academic term
- Monitor U of T email account daily for work-related emails
- Attend weekly team meetings
- Participate in team socials and teambuilding

Training & Commitments:
- Attend Student Leadership Training (August 31, 2020 – September 4, 2020)
- Support large-scale CSE events including UTM Orientation (September 5, 2020 – September 12, 2020) and Exam Jam (TBC)
- Assist with the recruitment and hiring process in Winter 2021;
- Attend one-on-one meetings with the supervisor/Team Lead regularly.

Additional Duties:
- Additional duties as assigned by the supervisor

Minimum Qualifications Required:
- Project-management and/or event-planning experience
- 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 at the end of August.
• Program Development hires must have excellent attention to detail, organization, and project-management skills.

Contract Period
Fall Term: Start August 31, 2020 and conclude in February 2021
**Exact dates to be confirmed at the time of an offer

Remuneration
• $15/hour
• 5-10 hours per week during the 2019/2020 Fall/Winter terms

Interested and qualified candidates will be able to submit applications from January 6, 2020 to January 24, 2020 at 12 noon.