

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –FALL/WINTER 2018-19
Access Initiatives Assistants

F/W CONTRACT PERIOD: Fall 2019/Winter 2020: October 4th– to end of February 2020. Successful applicants must be available for additional training at the beginning of the contract period.

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

REPORT TO: The Access Initiatives Assistants reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engagement Coordinator: Access and Outreach. The Coordinator will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: The Access Initiatives Assistants coordinates and delivers programming with the local school boards, students, staff and faculty of UTM that promotes the value of higher education to those who without interventions may not otherwise attend post-secondary. The Access Initiatives Assistants will support teams of volunteers in their delivery of the programming and ensure the programs are successful from start to finish.

The Access Initiatives Assistants must be enrolled in 40% of a full course load for the entire fall/winter period of study. Selection for this position includes an application and interview process.

REQUIRED SKILLS:

- Student of UTM in good academic standing;
- Preference given to students from the Peel Region;
- Accurate data entry and attention to detail;
- Values team work, working effectively with others as well as independently;
- Strong cross-cultural awareness
- Leadership and Mentorship
- Familiarity with UTM CSE mandate and services;
- Proven written and verbal communication: to assist with report writing as well as communicating with team members.

RESPONSIBILITIES:

A. COMMUNITY PARTNERSHIPS

- Working with the Community Engagement Coordinator to ensure local school board needs are being met and communicated with UTM staff, faculty and volunteers



B. PROGRAM DEVELOPMENT & PROMOTION

- Liaise with existing and new school partners to develop community engagement opportunities for UTM students;
- Promote Community Engagement initiatives and programs through fairs, tabling, social media, etc.

C. VOLUNTEER MANAGEMENT

- Assist with the recruitment, hiring and training of student volunteers for Community Engagement opportunities;
- Facilitate regular meetings with student volunteers.

D. COMMUNICATION & ADMINISTRATION

- Communicate with your group of students and disseminate information relevant to them regarding university programs and events in a timely manner;
- Submit weekly reports summarizing the occurrences, events, and interactions of each week
- 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;
- Utilize a budget for programming

E. TEAM DEVELOPMENT

- Attend and contribute at regular team meetings and one-on-ones with the Community Engagement Coordinator; and
- Participate in team socials and team building.

D. TRAINING & COMMITMENTS

- 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.
- Attend in-service training and development throughout the academic year; and
- Assist with student leader hiring for 2019/2020

E. ADDITIONAL DUTIES

- Additional duties as assigned by the Supervisor.