

## **Program Development Job Family**

**Department: Centre for Student Engagement**

**Reports to: Student Engagement Coordinator**

### **Nature and Scope**

Program Development jobs with the Centre for Student Engagement assist in the creation, organization and/or implementation of large-scale on-campus events and/or associated projects from start to finish. Some examples could include transition initiatives such as orientation programming and/or academic initiatives such as Exam Jam. They are expected to participate in weekly team meetings, recruitment, and outreach activities. Program Development hires must have excellent attention to detail, organization, and project-management skills.

### **Jobs in the Program Development Family include:**

- Orientation Assistant
- Academic Initiatives Assistant
- Co-curricular Record Assistant
- Graduate Mentorship Assistant

### **Duties and Responsibilities**

- Manage the completion of a project(s) from start to finish
- Lead a group of students on a variety of different scales that may range from the day of implementation of an event, to an ongoing volunteer team
- Promote CSE program through fairs, tabling, social media, etc
- 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
- Attend in-service training and development throughout the contract period;
- Assist with the recruitment and hiring process in Winter 2019;
- Attend 1:1 meetings with a Student Engagement Coordinator/Team Lead regularly.

### **Additional Duties**

- Additional duties as assigned by a Student Engagement Coordinator.

### **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.

### **Contract Period**

Fall Term: The end of August, 2019 and concluding in April 2020.

**\*\*Exact dates to be confirmed at the time of an offer.**

### **Remuneration**

- **\$14 - \$16/ hour**
- **5 – 15 hours per week during the 2019/20 Fall/Winter terms**

**Interested and qualified candidates will be able to submit applications between January 7, 2019 and February 8<sup>th</sup> at 12 noon.**