

**Student Outreach and Registrarial Services Assistant  
Work Study Program 2023 - 2024**

<b>Job ID #:</b>	224808
<b>Work Study Stream:</b>	Work Experience Stream
<b>Position Type:</b>	Office & Administration
<b>Campus Location:</b>	St. George
<b>Work Study Position Title:</b>	Student Outreach and Registrarial Services Assistant
<b># of Vacancies:</b>	2
<b>This opportunity usually occurs during the following days/hours:</b>	Before 5 pm
<b>Hours Per Week:</b>	No more than 15 hours per week
<b>Degree/Credential Level:</b>	Bachelor in progress
<b>Department / Unit Overview:</b>	This role supports activities in the Woodsworth College Registrar's office.
<b>Position Description:</b>	The student outreach and registrarial assistant supports the communications and outreach initiatives of the Office of the Registrar at Woodsworth College. They will undertake research and outreach activities to promote and enhance the visibility of Woodsworth's programs. Under an Academic Advisor's direction, the assistant will also work on developing and implementing ideas to aid first year students. This may include creating short videos, graphics, PowerPoint presentations, and written articles. The assistant will provide regular support during drop-in sessions and workshops. During these sessions, they will act as a student ambassador by answering questions about their own experiences as a student. As a member of the Registrar's office, the assistant will support the

activities of the office to enhance the student experience and academic success of Woodsworth's diverse student population.

This position will require in-person presence at the Woodsworth College Registrar's office; some activities could be completed remotely. In-person hours would take place between 10 am and 4 pm, Monday through Friday.

**Core Responsibilities:**

- Undertaking outreach activities to promote Access Programs, including:
  - Contacting community organizations by email and by phone;
  - Maintaining a distribution list to track outreach activities and contact details;
  - Managing a mailout of promotional materials;
  - Conducting an environmental scan of local and regional access programs.
- Helping to maintain the Office of the Registrar's social media channels (Instagram, Facebook, YouTube, Twitter);
- Creating digital content for the Office of the Registrar's social media presence and growth;
- Helping to develop and maintain content on Quercus;
- Assisting with activities related to photography and videography;
- Assisting with meetings and events;
- Providing administrative support to the Office of the Registrar team;
- Pitching ideas to assist first year students in preparing to start their studies;
- Researching Arts & Science policies and procedures; compiling information for incoming students and keeping published information up to date;
- Writing short blurbs and articles for the College's Quercus pages;
- Front line support/registrarial assistance as needed.

**Qualifications:**

**Required Qualifications:**

- Experience using social media platforms (e.g. Instagram, Facebook, YouTube, Twitter);
- Excellent writing, editing and proofreading skills;
- Ability to convey complex ideas in clear/simple language;
- Familiarity with the Microsoft Office Suite including Word, Outlook and Excel;
- Experience conducting online research;
- Public speaking and facilitation skills; comfortable answering questions on-the-spot from students.

**Preferred Qualifications:**

	<ul style="list-style-type: none"> <li>• Experience in student life (e.g., FLC, Orientation, student government, clubs, athletics);</li> <li>• Knowledge of the Faculty of Arts &amp; Science and Woodsworth College;</li> <li>• Current or former Woodsworth College students preferred;</li> <li>• Experience with any of the following would be an asset: <ul style="list-style-type: none"> <li>○ Content management systems such as Drupal or WordPress;</li> <li>○ Photo editing software;</li> <li>○ Video production and editing;</li> <li>○ Web design;</li> <li>○ Digital publishing, layout or graphic design.</li> </ul> </li> </ul>
<b>Accessibility Considerations:</b>	<p>Spends the majority of the shift working at a computer.</p> <p>Occurs in an in-person environment.</p>
<b>Commitment to Accessibility:</b>	I confirm accommodations will be made available as needed by the candidate.
<b>Competencies:</b>	<p>Communications and media</p> <hr/> <p>Critical thinking</p> <hr/> <p>Facilitating and presenting</p> <hr/> <p>Inquiry</p> <hr/> <p>Organization &amp; records management</p> <hr/> <p>Professionalism</p>
<b>Scholarship Recipients:</b>	No preference will be given to scholarship recipients.