

ROLE INFORMATION:

Position: Access & Transitions Program Assistant (2)

Department: Office of the Dean of Students – Woodsworth

Reports to: Coordinator, Student Programs & Access

Hours: 200 hours (approx. 5-10 hours/week)

Compensation: \$16.55 per hour

Position Start Date: September 2024 (Specific Date TBD)

Position End Date: End of March 2025 (Specific Date TBD)

ELIGIBILITY:

Students must take a minimum of 2.0 FCE in the Fall-Winter Term (September 2024 to April 2025). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

JOB DESCRIPTION:

Working closely with the Coordination, Student Programs & Access, the Access & Transitions Program Assistant will work to promote community and a sense of belonging at Woodsworth College. They will be responsible for organizing a number of events and programs throughout the year that aim to promote networking and transition support for non-traditional students (i.e. part-time, mature, transfer, etc). They will also assist with the operation of a weekly drop-in program, where they will interact and provide information to students.

RESPONSIBILITIES:

- Collaboratively develop and facilitate programming for non-traditional students
- Monitoring drop-in space
- Support students who request to be connected with an Access Mentor
- Provide weekly updates to Coordinator, Student Programs & Access through team meetings
- Attend one-on-one meetings as required
- Communicate with supervisor in a timely manner
- Additional duties as assigned

QUALIFICATIONS:

- Excellent oral and written communication skills
- Presentation and group facilitation skills
- Strong organizational and problem-solving skills
- Reliable and able to work independently
- Event coordination skills
- Strong working knowledge of Word, Excel, PowerPoint, and Canva
- Previous experience working with, or lived experience as a, non-traditional student (Transfer student, Diploma To Degree, Academic Bridging, etc) is considered an asset.

Students who have come to the University of Toronto through a non-traditional pathway are encouraged to highlight this in this application.