



**ROLE INFORMATION:**

**Position:** Equity Programming Assistant

**Department:** Office of the Dean of Students – Woodsworth

**Reports to:** Student Life and Equity Coordinator

**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:**

The Equity Programming Assistant will assist the Student Life & Equity Coordinator with the development of equity-based resources and programming for Woodsworth College students to further enhance their social equity knowledge. This position will develop and create meaningful events which further engage BIPOC and 2SLGBTQIA+ students and encourage equitable college community development. This position will also collaborate with the Woodsworth College Student Association (WCSA) and equity-focused student clubs and organizations.

**RESPONSIBILITIES:**

- Supervised and collaborative development of digital resources, certificate program modules and monthly college events
- Event logistics planning and execution
- Digital administration (record-keeping; survey development; management of feedback forms)
- Attending in-person and online meetings with supervisor and/or community representatives
- Completion of necessary trainings, timely timesheet submissions and commitment to on-going development via the Work Study eModules and the Professional Development Workbook
- Timely professional communication with various stakeholders

**QUALIFICATIONS:**

- Ability to work both collaboratively and independently
- Proficiency with Microsoft Office Suite and Adobe Suite (Canva or Photoshop is an asset)
- Excellent oral and written communication skills
- Strong critical thinking skills and ability to problem solve
- Adept in time-management, effective planning and organization
- Previous event or resource planning considered an asset