ROLE INFORMATION:

Position: Mentorship Programs 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:

Working directly with full-time Office of the Dean of Students Staff, the Mentorship Programs Assistant will assist in the planning and operation of the First-Year Mentorship Program which pairs peer leaders with students new to the Woodsworth College community. This position will develop and run engaging bi-weekly social events, support in the booking and research of monthly workshop events and assists with program communications and administration.

RESPONSIBILITIES:

- Development of a total of 12 small-scale social events (split evenly in person and online – ex. Board games night) with support from Office of the Dean of Students staff
- Availability to host social events with support and direction of Office of the Dean of Students staff
- Program administration such as communication updates, attendance, resource and training updates and research towards program development
- 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, Adobe Suite, Canva and Zoom
- Excellent oral and written communication skills and ability to facilitate peer-to-peer activities
- Strong critical thinking skills and ability to problem solve
- Adept in time-management, effective planning and organization
- Previous experience with event planning and execution is considered an asset