



ROLE INFORMATION:

Position: Office and 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:

The Office and Programs Assistant will support in all aspects of the administrative needs of the Office of the Dean of Students both in-person and digitally. This position will additionally support a robust collection of college-wide programming via the development of assets, logistical planning and execution and support of events.

RESPONSIBILITIES:

- Supervised and collaborative oversight of office administration (recordkeeping, advancing organizational processes, providing on-site administrative support)
- Occasional planning and execution or support of college events and associated logistics
- On-going development and assessment of Office of the Dean of Students resources, communications and programming
- 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 experience with event planning and/or business organization and operation technology considered an asset