



ROLE INFORMATION:

Position: Wellness and Community Engagement Assistant (4)

Department: Office of the Dean of Students – Woodsworth

Reports to: Community Development and Student Wellness 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 closely with the Community Development and Student Wellness Coordinator, the Wellness and Community Engagement Assistants will work to promote student wellness at Woodsworth College. You will be responsible for organizing events and programs throughout the year to foster community engagement, promote knowledge of mental wellness and on-campus resources, and reduce stigma of accessing mental health supports.

RESPONSIBILITIES:

- Plan, lead, and evaluate in-person & virtual wellness programming in collaboration with other Work Study students under the supervision of Community Development and Student Wellness Coordinator (supervisor)
- Provide regular updates to and maintain open, timely communication with supervisor
- Attend and actively participate in team meetings
- Monitor U of T email account and Microsoft Teams daily for work-related communication
- Additional duties as assigned

QUALIFICATIONS:

- Excellent oral and written communication skills
- Excellent problem-solving and time management skills
- Self-starter and takes initiative in managing tasks and deadlines independently
- Commitment to equity, diversity, and inclusion
- Strong interest and passion for promoting mental wellness with a student population
- Familiarity and experience with using MS Word, Excel, PowerPoint, and Canva
- Strong Presentation and group facilitation skills
- Prior leadership and events coordination experience strongly preferred
- Previous experience attending Wellness programs strongly preferred