



Job Description: Woodsworth Orientation Assistant (1 position available)

Department: Woodsworth College - Office of the Dean of Students

Overview of Position:

Under the direction and supervision of the Student Life and Equity Coordinator, Coordinator Student Programs & Access, and the Dean of Students, the successful candidate will be responsible for assisting with the development, administration and running of programming hosted by the Office of the Dean of students during Orientation Week. The successful candidate would be responsible for:

- Attend all meetings and trainings as required.
- Assisting in all aspects of the planning and execution of Office of the Dean led Orientation Week events. This includes event planning and logistics, connecting with campus stakeholders, volunteer administration, and marketing while always considering the potential impact on and needs of our incoming students.
- Establish and maintain excellent relationships with all stakeholders including full-time staff members, Woodsworth College Residence, WCSA, and other University partners.
- Meet regularly with the Student Life and Equity Coordinator as well as other Office of the Dean of Students staff members to give direct updates and to receive new assignments.
- Other duties as assigned, such as assisting with other Woodsworth College events.

Compensation: The Woodsworth Orientation Assistant is paid bi-weekly, at a rate of \$24.50 per hour, including 4% vacation pay (Rate will increase to \$24.99/hour after July 1, 2024), and is subject to deductions required by law.

Schedule: 60% full-time appointment (i.e., three days per week, no more than 24 hours per week) between May 6 to August 24, 2024; moving to 100% (i.e., five days per week) between August 25 to September 2, 2024. Some evenings and weekends may be required.

Qualifications:

- Applicants must have excellent written and oral communication skills, and thorough knowledge of Woodsworth College and University of Toronto resources and support services.
- Applicants must be a self-starter and comfortable with taking initiative, able to work both independently and as a part of a team, and available to work on a flexible schedule.
- Applicants must have a strong aptitude for database management, event planning & coordination (orientation and transition-based preferred), and volunteer management.
- Experience working with social media and graphic design programs (i.e. Canva, Adobe Photoshop) would be considered an asset, but not required.
- Candidate must be available to work the week of Orientation (August 25 – September 2).

Date of Employment:

Monday May 6th to Monday September 2nd, 2024

Application Instructions:

Please submit your cover letter, resume and two references to dean.woodsworth@utoronto.ca by Sunday, March 24th 2024, 11:59pm EST.

Successful applicants will be notified via e-mail and invited to participate in an interview process.