



**ROLE INFORMATION:**

**Position:** Indigenous Student Engagement Assistant

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

**Reports to:** Indigenous Advisor and Community Outreach Specialist

**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:**

Supporting the Indigenous Advisor and Community Outreach Specialist, you will conduct student engagement and activities for Indigenous students of Woodsworth College.

**RESPONSIBILITIES:**

Community Events:

- Facilitating community building and student engagement events, to get to know other Indigenous students, and what their needs are.
- Coordinating and organizing of the event(s) may include mailing invitations, booking venues, budgeting, setting up and cleaning up events.
- Maintaining calendar of events.
- Managing RSVP lists and confirming attendance by conducting telephone/email follow-up with event invitees.
- Conducting post event follow ups for feedback
- Using other marketing techniques beyond social media to promote events through the creation of banners, flyers, and posters.
- Assisting in follow up by mailing thank you letters.
- Compiling attendance data and record feedback at the conclusion of the event.
- Completing a final review of the event.
- Developing and implementing a social media strategy to promote the event(s).

Student Engagement & Partnerships

- Finding ways to connect Indigenous students to campus life and university services
- Connecting students with the Indigenous Peer Mentors.
- Promoting events happening within the UofT community.
- Compiling data from student surveys.
- Supporting the development of partnership programming with Indigenous organizations.



**QUALIFICATIONS:**

Experience:

- Experience in writing for materials such as blogs, social media, school newspapers, or creating visual materials such as infographics, posters, flyers, etc. is preferred.
- Experience or interest in community building experiences
- Strong group facilitation skills.

Competencies:

- Goal-setting and prioritization
- Decision-making and action
- Professionalism
- Project Management
- Leadership
- Teamwork

Students from all academic backgrounds encouraged to apply, preference given to those with an interest in Marketing & Communications.

Strong preference is given to Indigenous Students.