ROLE INFORMATION:

Position: International Experience Assistant (2)
Department: Office of the Dean of Students – Woodsworth
Reports to: Coordinator, Student Programs & Access

Hours: 200 hours (approx. 5-10 hours/week)
Compensation: $17.20 per hour
Position Start Date: September 2025 (Specific Date TBD)
Position End Date: End of March 2026 (Specific Date TBD)

ELIGIBILITY:

Students must take a minimum of 2.0 FCE in the Fall-Winter Term (September 2025 to April 2026). 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 Coordination, Student Programs & Access, the International Experience Assistant will work to develop a sense of belonging for international students at Woodsworth College. They will be responsible for organizing a number of events and programs throughout the year that celebrate the many cultures our student population comes from. In addition they will create programs to support international students in their transition to living in, and experiencing the best of, Canada. They will also assist with the operation of a weekly drop-in program, where they will interact with students and help them develop a sense of community.

RESPONSIBILITIES:
- Collaboratively develop and facilitate programming for international & domestic students.
- Develop and facilitate a weekly drop-in program.
- Provide weekly updates to Coordinator, Student Programs & Access through team meetings
- Attend one-on-one meetings as required
- Communicate with supervisor in a timely manner
- Additional duties as assigned

QUALIFICATIONS:
- Excellent oral and written communication skills
- Presentation and group facilitation skills
- Strong organizational and problem-solving skills
- Reliable and able to work independently
- Event coordination skills
- Inclusive leadership
- Strong working knowledge of Word, Excel, PowerPoint, and Canva
- Understanding of the international student experience