



ROLE INFORMATION:

Position: Access & Transitions Program Assistant (1)

Department: Office of the Dean of Students – Woodsworth

Reports to: Coordinator, Student Programs & Access

Hours: 200 hours (approx. 5-10 hours/week)

Compensation: \$17.60 per hour

Position Start Date: September 2026 (Specific Date TBD)

Position End Date: End of March 2027 (Specific Date TBD)

ELIGIBILITY:

Students must take a minimum of 2.0 FCE in the Fall-Winter Term (September 2026 to April 2027). 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 Access & Transitions Program Assistant will work to promote community and a sense of belonging at Woodsworth College. They will be responsible for organizing a number of events and programs throughout the year that aim to promote networking and transition support for non-traditional students (i.e. part-time, mature, transfer, etc). They will also assist with the operation of a weekly drop-in program, where they will interact and provide information to students.

RESPONSIBILITIES:

- Collaboratively develop and facilitate programming for non-traditional students
- Monitoring drop-in space
- Support students who request to be connected with an Access Mentor
- 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

What can you gain from this role?

Skills Development

This position builds strong communication, event coordination, and facilitation skills through direct involvement in planning and executing programming for non-traditional students. Students will also sharpen their organization, problem-solving, and digital skills (using Word, Excel, PowerPoint/Canva). In addition, providing peer support and mentorship navigation will enhance your own knowledge of university resources.



Workplace Experience & Belonging

You will be a part of the Office of the Dean of Students team! Our office is supportive and prides itself on being student-centered. As part of the team you'll have firsthand experience in program creation and event planning. This role will deepen your understanding of inclusivity, cultural awareness, and community development in professional settings. In working with students navigating university through non-traditional pathways, the role reinforces inclusivity, empathy, and a deeper understanding of supporting those with diverse experiences.

Academic Connection

Students from all academic backgrounds are welcome to apply. We encourage those students who have entered the University of Toronto through an Access Program (Academic Bridging, Diploma to Degree, Morneau McCain, SEE U of T, etc) to apply. In terms of skills, your presentation and facilitation skills will also be enhanced; a useful skill needed for all academic programs.

Career Reflection & Growth

Work-study opportunities are a time for career reflection and growth. In addition to training and ongoing weekly meetings for feedback, you'll connect with your supervisor for structured personal development. You will develop a personalized learning plan, have a mid-point check-in, and a final reflection. These activities will help you develop practical career-based skills, enabling you to effectively share your experiences on your resume and in interviews. This comprehensive approach will be invaluable for your future job search processes.

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
- Strong working knowledge of Word, Excel, PowerPoint, and Canva
- Previous experience working with, or lived experience as a, non-traditional student (Transfer student, Diploma To Degree, Academic Bridging, etc) is considered an asset.

Students who have come to the University of Toronto through a non-traditional pathway are encouraged to highlight this in their application.