



ROLE INFORMATION:

Position: Community Wellness Program Assistant

Department: Office of the Dean of Students – Woodsworth

Reports to: Assistant to the Dean, Wellness and Community Engagement

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.

POSITION DESCRIPTION:

Working closely with Assistant to the Dean, Wellness & Community Engagement, the Community Wellness Program Assistant will collaboratively develop and deliver wellness-focused community events for students at Woodsworth College.

This role supports student learning and development in alignment with the Work Study Program's Work Integrated Learning (WIL) principles by fostering understanding of how students' values, strengths or interests align with various elements of employment in mental health and health promotion sectors in a postsecondary setting. Students will have the opportunity to integrate WIL principles by organizing events throughout the year to foster community engagement, promote on- and off-campus wellness resources, and reduce stigma of accessing mental health supports.

RESPONSIBILITIES:

- Collaboratively develop and facilitate in-person wellness events grounded in the 8 Dimensions of Wellness under the supervision of Assistant to the Dean, Wellness & Community Engagement (Supervisor)
- Engage and connect with students at a variety of on and off-campus settings, including college events, residence tabling, and health fairs
- Liaise with Wellness Wayfinders, a volunteer team within Woodsworth Dean's Office, and keep them updated on meaningful opportunities to participate and assist in wellness events
- Attend weekly in-person office hours at Dean's Office space
- Provide weekly updates to Supervisor through team meetings
- Attend one-on-one meetings as required
- Monitor U of T email account and Microsoft Teams daily for work-related communication, and respond within 24 hours of receipt
- Additional duties as assigned



QUALIFICATIONS:

Essential Skills

- Strong interest and passion for promoting mental wellness with a student population
- Creative thinker and up to date with current student interests and trends
- Event planning and coordination experience required
- Strong organization skills and detail-oriented
- Reliable and adaptable
- Excellent written communication and public speaking skills
- Commitment to equity, diversity, and inclusion
- Working knowledge using MS Word, Excel, PowerPoint, and PDF editing software

Preferred Skills

- Prior leadership and/or volunteer experience an asset
- Experience participating in Wellness programs, events, and workshops an asset
- Familiarity with MS Forms, Kahoot, and Canva an asset

CCR Statement

Working in collaboration with the Community Development and Student Wellness Coordinator, the Wellness and Community Engagement Assistant was instrumental in the development and facilitation of various programming initiatives to support student wellness and mental health. The responsibilities within this role are fundamental to Woodsworth's goals of destigmatizing access to mental health services and increasing wellbeing of the student population.