



ROLE INFORMATION:

Position: Equity Programming Assistant

Department: Office of the Dean of Students – Woodsworth

Reports to: Assistant to the Dean, Student Life and Equity

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

Compensation: \$17.60 per hour

Position Start Date: September 20, 2026

Position End Date: March 26, 2027

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:

The Equity Programming Assistant will assist the Assistant to the Dean, Student Life and Equity with the development of equity-based resources and programming for Woodsworth College students to further enhance their social equity knowledge. This position will develop and create meaningful events which further engage BIPOC and 2SLGBTQIA+ students and encourage equitable college community development. This position will also collaborate with the Woodsworth College Student Association (WCSA) and equity-focused student clubs and organizations.

RESPONSIBILITIES:

- Supervised and collaborative development of digital resources, certificate program modules and monthly college events
- Ongoing support with the launch of BIPOC and 2SLGBTQIA+ Affinity group monthly meetings
- Event logistics planning and execution and digital administration
- Attending in-person and online meetings with supervisor and/or community representatives
- Completion of necessary trainings, timely timesheet submissions and commitment to on-going development via the Work Study eModules and the Professional Development Workbook
- Timely professional communication with various stakeholders

QUALIFICATIONS:

- Ability to work both collaboratively and independently
- Proficiency with Microsoft Office Suite and Adobe Suite and Canva
- Excellent oral and written communication skills
- Strong equity-forward critical thinking skills and ability to problem solve
- Adept in time-management, effective planning and organization
- Previous event or resource planning considered an asset