

ROLE INFORMATION:

Position: International Experience Assistant (1)

Department: Office of the Dean of Students – Woodsworth

Reports to: Coordinator, Student Success and Transitions

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

Compensation: \$17.60 per hour

Position Start Date: September 2026 (specific start date TBD)

Position End Date: End of March 2027 (specific end 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 Coordinator, Student Success and Transitions, the International Experience Assistant will work to develop a sense of belonging for international students at Woodsworth College. They will be responsible for organizing 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 regular programming for international & domestic students.
- Develop and facilitate a weekly drop-in program.
- Maintain close communication with Coordinator, Student Success and Transitions.
- 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.



WHY SHOULD YOU CONSIDER THIS ROLE?:

Skills Development

This role fosters a wide range of transferable skills such as event planning, public speaking, group facilitation, and problem-solving. Students will strengthen their communication, organizational, and digital design abilities through regular use of tools like Word, PowerPoint/Canva, and Excel. Planning and leading drop-in sessions further builds initiative, reliability, and inclusive leadership—all key skills for future jobs.

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.

Academic Connection

Students coming from the following fields may find the most connection to their academics: education, equity studies, sociology, global studies, psychology. For example, understanding cultural adaptation or community building can be put into practice when designing events. However, students from all academic backgrounds are welcome to apply. 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.