



**ROLE INFORMATION:**

**Position:** Mentorship Programs 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 directly with full-time Office of the Dean of Students Staff, the Mentorship Programs Assistant will assist in the planning and operation of the First Year Mentorship Program which pairs peer leaders with students new to the Woodsworth College community. This position will develop and run engaging bi-weekly social events, support in the booking and research of monthly workshop events and assists with program communications and administration.

**RESPONSIBILITIES:**

- Development of bi-weekly social events that support student life development with support from Office of the Dean of Students staff.
- Availability to host events and programming with support and direction of Office of the Dean of Students staff.
- Program administration such as communication updates, attendance, resource and training updates and research towards program development.
- 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.
- Regular connection with a robust team of Mentors to ensure positive connections with incoming student mentees.

**QUALIFICATIONS:**

- Ability to work both collaboratively and independently;
- Proficiency with Microsoft Office Suite, Adobe Suite, Canva and Zoom;
- Excellent oral and written communication skills;
- Ability to facilitate peer-to-peer activities;
- Strong critical thinking skills and ability to problem solve;



- Adept in time-management, effective planning and organization;
- Previous experience with event planning and execution is considered an asset.

## **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 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 mentorship, student life cycles, and community development in professional settings.

### Academic Connection

Students from all academic backgrounds are welcome to apply. Your presentation and facilitation skills will 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.