

JOB DESCRIPTION

E-Mentorship Coordinator

Office of the Dean of Students (1 position available)

Overview of Position:

Under the direction and supervision of the Student Life Coordinator and the Dean of Students, the successful candidate will be responsible for assisting with the administration of the

Summer E-Mentorship Program, including but not limited to:

- o Recruitment, training and management of approx. 100 upper-year mentors.
- o Administration of Listserv database and matching of mentees (approx. 1200 incoming students).
- o Creation of bi-weekly e-mails and additional orientation and transitional digital content.
- o Planning and execution of community building events including Summer Meet-Ups and the Orientation Welcome Brunch.
- o Liaise with the Woodsworth College Registrar's Office, and other campus stakeholders to ensure the successful transition of incoming Woodsworth Students.
- o Assist with other duties within the Office of the Dean of Students including WOLF and Welcome Days.

The E-Mentorship Coordinator is paid bi-weekly, at a rate of \$18.00/hour with 4% vacation pay, and is subject to deductions required by law. This position is required to hold weekly office hours (approx. 35-40 hours per week). Note: this position *is available to current Woodsworth students*. The successful applicant (should they be a current student) would work 10-15 hours per week, and following their final exam period, would transition to full-time until the start of Fall classes.

Qualifications:

- o Applicants must have strong written and oral communication skills, and thorough knowledge of Woodsworth College and University of Toronto resources and support services.
- o Applicants must be able to work independently, as well as a part of a team, possess a strong initiative and be able to work on a flexible schedule.
- o Applicants must have a strong aptitude for database management, web design, event coordination (orientation and transition-based preferred), and volunteer management.
- o Experience working with WordPress, social media and graphic design programs (i.e. Adobe Photoshop, Canva) would be considered an asset, but not required.

Date of Employment:

Wednesday, February 24th 2021 to Wednesday, September 30th 2021

Application Instructions:

Please submit your cover letter, resume, availability and two references to Janice Asiiimwe, Student Life Coordinator, janice.asiiimwe@utoronto.ca by Friday, February 5th, 2021, 5pm EST.

Successful applicants will be notified via e-mail and invited to participate in an interview process.