

## **CANDIDATE PROFILE**

### **IEC PROGRAMMING & EVENTS ASSISTANT, FALL/WINTER 2025-2026**

**F/W CONTRACT PERIOD:** Monday, August 25, 2025 – Tuesday, March 31, 2026\*

Must be available for:

- Student Leader Training – Monday, August 25, 2024 – Thursday, August 28, 2025\*
  - 30 hours, 9am to 4pm each day
- Residence Move-In, Orientation, and International and New-to-Canada Student Welcome (INSW) – Friday, August 29, 2025 – Saturday, September 6, 2025 (specific dates will be communicated in advance)

\*All contract dates are anticipated at the time of posting. These dates may change and will be confirmed before the successful candidate is required to sign a contract.

**RENUMERATION:** Salary \$17.20 per hour. The hours expected of the role are approximately 10 – 15 hours per week, with peak hours in September exceeding this amount. The role is paid up to a maximum of 200 hours during the academic school year and is subjected work-study approval, guidelines, and pay.

**REPORT TO:** The role reports to the Supervisor, Intercultural Fluency and International Student Development within the IEC. The supervisor for this role will provide training, support, and assistance in the execution of the job responsibilities.

**ELIGIBILITY:**

- Applicants must be a returning student in the 2025 – 2026 academic year;
- Must be a UTM student in good academic standing with a minimum 2.0 CGPA
- Applicants must be legally able to work in Canada.

**POSITION SUMMARY:**

The IEC Programming & Events Assistant’s primary responsibilities are to support the planning and execution of events and community-building activities to help facilitate international and intercultural education and awareness to the UTM campus. In addition, the Programming & Events Assistant will create spaces and opportunities focused on skills development. This includes, but is not limited to, working with other assistants to run events and outreach related to international programs and events on campus such as: Mentorship Programs, Canadian-focused field trips and workshops, the Global and Intercultural Fluency Training Series, Intercultural Weekly Drop-in Discussions, English Language Conversation Circles, International Education Week, International Student Orientation and more; supporting the engagement of students in our programs; developing positive relationships with students, campus partners, and student groups/clubs; completing administrative and logistical tasks as required; contributing ideas to marketing and promotional strategies; and acting as a positive role model for students at large.

**DUTIES:**

- Assist in the planning, execution and facilitation of the Global and Intercultural Fluency Training Series, Intercultural Weekly Drop-in Discussions, English Language Conversation Circles,

International Education Week, International Student Mentorship Program, Canada-Eh?, various campaigns & more;

- Assist with all tasks required to plan, promote and execute on and off-campus events, such as facilitation, staffing, budget, supplies, marketing and advertising, etc.;
- Create timeline based on the themes and goals of the IEC programs;
- Contribute ideas towards new events, programs or initiatives the IEC could undertake;
- Liaise with campus partners, student groups and student clubs to develop and advance the mission of the International Education Centre
- Maintain flexible availability to attend team meetings and one-on-one meetings with team leads and attend programming;
- Act as a point of contact for students involved in IEC programming by providing connections to on- and off- campus resources;
- Refer to University policies to answer questions and inform students;
- Additional duties as assigned by the supervisor(s) based on changing priorities.

#### **EMPLOYMENT OUTCOMES:**

By the end of this appointment, the IEC Programming & Events Assistant will:

- Develop a comprehensive understanding of international student development frameworks and their applications,
- Create meaningful engagement and outreach opportunities for UTM students,
- Gain general practical knowledge in the field of student affairs,
- Use evidence-based theories and practices to design effective student development programs and training opportunities,
- Develop a solid understanding of project management principles, and
- Enhance their overall facilitation, communication, and leadership skills.

#### **EMPLOYER CONTACT INFORMATION:**

Rebeca Mahadeo, Supervisor, Intercultural Fluency and International Student Development

[Rebeca.mahadeo@utoronto.ca](mailto:Rebeca.mahadeo@utoronto.ca)

Zarina Mamadbekova, Student Development Coordinator, International Programs

[Zarina.mamadbekova@utoronto.ca](mailto:Zarina.mamadbekova@utoronto.ca)

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#### **REQUIREMENTS:**

- Strong and demonstrated experience in developing and facilitating workshops;
- Intercultural competency awareness and experience working with diverse communities and cultures;
- Understanding, and being sensitive to, international and new-to-Canada student transition issues (academic, social, emotional);
- Demonstrated experience in student and/or volunteer support;
- Demonstrated experience in event planning, project management and/or program design;

- Demonstrated experience in working towards brainstorming ideas or solutions to a problem with your team
- Ability to prioritize tasks, and exercise strong time management and organizational skills;
- Knowledge of the campus and its resources;
- Strong oral and written communication;
- Solid computer skills and experience with Microsoft Office;
- Proficiency in a language other than English considered an asset;
- Ability to manage confidential data
- Lived international experience preferred