



## **PDLC Assistant Job Description 2024-2025**

### **About Us:**

The PDLC (Professional Development & Learning Centre) is the career hub for in-program University of Toronto Mississauga Management (UTMM) students. Students receive information and assistance about career exploration, developing experiences and overall job search and careers.

### **Job Description & Qualifications**

#### **Job Description:**

- Assist Professional Development and Learning Centre team with day-to-day operations and programming
- Answer/Respond to inquiries in a professional manner
- Provide general information to external partners, students, and staff members from other departments
- Assist with the UTMM workspace
- Develop student-friendly content related to careers and employment events
- Assist in the development, coordination and evaluation of career related events hosted by the Department of Management
- Research and propose career-related programming which would be beneficial to students
- Collect statistics and metrics, and generate reports related to success of programs
- Communicate with students, staff, employers and supervisor in a timely manner
- Assist with event planning, coordination and logistics
- Curate a library of career and partner resources

#### **Qualifications:**

- Reliable with excellent time and project management skills
- Shows initiative, is self-directed but able to work well in a team environment
- Accepts constructive feedback and applies it to improve themselves
- Ability to manage conflicting priorities
- Detail oriented
- Able to present in front of audiences
- Excellent communication skills and strong interpersonal skills
- Be creative and able to develop marketing materials that speak to student audiences
- Experience with Microsoft Office (Word, PowerPoint, Excel, SharePoint, Teams) and Canva
- Available to work in-person