

The New College Office of Residence and Student Life is looking for a Student Life & Leadership Program Assistant for the 2017 Fall Term. A successful candidate would be expected to start Monday July 31, 2017, and the contract would run until Friday December 1, 2017, with a possibility of renewal. This full time position (36.5 hours per week) pays \$28.89 per hour.

Roles and responsibilities would include but not be limited to:

- Providing advice, guidance and logistical support to student clubs and groups
- Conducting monthly meetings with members of the New College Student Centre groups
- Providing administrative and programming support for traditional and academic orientation
- Assisting with the organization, hiring, training and programming for New College mentorship programs
- Assisting with the creation and execution of a program schedule for the Office of Residence and Student Life
- Coordinating embedded services programming opportunities for the College
- Assisting with transition programming, including the planning and execution, for New College students
- Providing administrative support to the Leadership Certificate Program, including tracking student involvement and providing student with updates about progress
- Providing administrative and program support to the Student Voice Project, including creating social media and recruitment materials
- Assists in social media marketing campaign creation for the Office of Residence and Student Life, including content for the website, Facebook and Twitter, as well as creation of content for the Student Life newsletter
- Experience using social media for marketing an asset
- Experience using Adobe Creative Suite an asset
- Role will include some evening and weekend work

If you are interested in being considered for this position, please email Leah McCormack-Smith, Director of Residence and Student Life, at leah.mccormack@utoronto.ca with a cover letter and resume by 4PM on July 13, 2017. Interviews will happen the week of July 17, 2017.