



Student Life Intern Position - Summer 2018

The Office of Residence and Student Life at New College is currently accepting applications for a full-time Student Life Intern for Summer 2018. The details of the position are outlined below:

Student Life Intern - Mentorship & Transition

The Student Life Intern - Mentorship & Transition will provide support to the staff of the Office of Residence and Student Life in the development and implementation of the College's mentorship initiatives and transition programs. Specific duties include:

- Coordinating and supporting the online E-Mentorship program for incoming first year students
- Facilitate training for the E-Mentorship program
- Supporting the planning of the 2018/19 Big Brothers, Big Sisters Toronto (BBBST) Mentorship program
- Supporting the planning of the 2018/19 Peer Mentorship program
- Supporting the planning and execution of New College's Academic Orientation (IGNITE)
- Supporting the planning of the 2018/19 DRIVE: Leadership Program
- As per the instructions of the Dean, coordinating summer communication with key college stakeholders to incoming and returning students
- Supporting the College's Summer Welcome Sessions
- Working in collaboration with the staff of the Office of Residence and Student Life in the development and refinement of other mentorship and transition opportunities
- Content creation for the Office of Residence and Student Life bulletin boards
- Content creation for ORSL social media platforms
- Sort, file, archive and develop a transition report which includes all documentation related to the position
- Provide support to the Dean of Students on other programming and initiatives as directed
- Other duties as assigned

Salary: \$15/hr (35 hrs per week)

Contract Dates: May 1st, 2018 - September 28th, 2018

Note: the position will be part-time from September 10th-28th to accommodate the academic schedules of returning students

Application Deadline: Tuesday, April 17th, 2018 @ 10:00AM

Applications (cover letter and resume) can be submitted via email to new.orsl@utoronto.ca or in person to:

The Office of Residence and Student Life
New College
40 Willcocks Street, 2nd Floor