

Innis Programming Assistant-Events Job Description, Minimum Requirements

Minimum Requirements

The Innis College Office of Student Life is now accepting applications for Programming Assistant-Events for the 2018-19 academic year.

In order to apply, students must meet the following minimum requirements for application. Applicants must be:

- An Innis student and/or Innis resident (going into second year and above). This includes all Innis commuter students in the Faculty of Arts & Science and all Innis residents in Arts & Science, the Faculty of Applied Science and Engineering or Faculty of Architecture.
- Returning as a full-time student in 2018 - 2019
- In good academic and financial standing as of May 31, 2018 (e.g. not on academic probation or in financial arrears)

Please note that the above are only the minimum requirements for applications are evaluated on a qualitative basis according to a large number of factors, particularly the applicant's contributions to the Residence, College or University community in the past year. **This position is open to both commuter students and residents.**

Incomplete and late applications will not be considered.

For more information on Student Life programming at Innis please visit www.innislife.utoronto.ca or email studentlife.innis@utoronto.ca

Role Description

Reporting to the Innis College Communications Officer, in collaboration with the Innis College Office of Student Life, the Student Life Programming Assistant – Events plays a key role in the organization, logistics, events, and sessions that are part of Student Life and Advancement activities at Innis College.

This is a casual part-time job opportunity that is task-specific and expected to take around 10 hours a week, depending on event scheduling and time of year.

Working with the Innis College Communications Officer and the Assistant Dean, Student Life (ADSL), the main responsibilities for this position are:

- Assisting in the planning and delivery of various student-related events at Innis College, which may be hosted by the Offices of Advancement, the Registrar, and/or Student Life (e.g., alumni-mentorship program launch, award celebrations, convocation receptions)
- Corresponding with Innis staff and student groups to maintain a calendar of upcoming student-related events at the College
- Coordinating with the Digital Media Assistant to strategically promote, and recruit for, student-related events through digital communications channels (e.g., Facebook, Instagram, Student

Life website)

- Coordinating with the Communications Assistant to promote, and recruit for, student-related events through the biweekly Student Life eNewsletter
- Monitoring ongoing event registration for student-related events, and reporting this data to the Communications Officer, the ADSL, and the Student Life Communications Team
- Coordinating with the Programming Assistant-Administrative to collect event attendance and feedback data, following student-related events
- Assist in year-end reporting of student-related events

This position is ideally suited for an upper-year Innis College student who has a comprehensive knowledge of the events and programming offered through the Offices of Advancement, the Registrar, and Student Life.

The candidate must be proficient in MS database entry and Excel spreadsheets. This would be best suited for a student who has excellent organizational skills and is interested in student affairs and education with an interest in event planning and promotion.

Candidates should be organized and resourceful and have interest in the above, as well as having sufficient experience in:

- MS Office Suite, including Excel and Access (or other) database programs
- Good command of written English with accurate grammar & spelling
- Ability to interact in large groups, and maintain professionalism in high stress environments especially when representing the College to the broader community
- Attention to detail, especially dates, times & locations
- Ability to build relationships and make connections with the various student & administrative groups
- Must have tact, professionalism and be committed to maintaining confidentiality as required

They will be paid an hourly rate for hours worked to a maximum of 10 hours per week. This position may be posted as a Work-Study position requiring a supplementary application.

If at any time the Student Life Programming Assistant has any questions or concerns related to their employment, they should speak to the Innis College Communications Officer or ADSL immediately.