

Title: Outreach Office Assistant (Work Study)

Date of Employment: September 2016 – February 28th, 2017

Hiring Department: Engineering Student Outreach Office, Faculty of Applied Science & Engineering

Rate of Pay: \$11.25 per hour

Hours of Work/Week: 9 -12 per week

The Engineering Student Outreach Office (ESOO) is currently seeking an administrative and customer service assistant. The Engineering Student Outreach Office manages and administers the core outreach programs offered by the Faculty. We act as the central unit for outreach activities promoting Science, Technology, Engineering and Math (STEM) education to a wide audience. <http://outreach.engineering.utoronto.ca/>

The Outreach Office Assistant will be responsible for participating in the planning, marketing, delivery and review of programs and events offered by the Engineering Outreach Office. Working with the program delivery and administrative teams, this position plays an important role assisting with the successful implementation of the full complement of programs offered by our office.

Duties and responsibilities:

Providing day-to-day support of the DEEP Summer Academy, junior programs and other pre-university summer programming offered through the Outreach Office including:

- Coordination of Saturday morning registrations for Jr. DEEP Saturdays, Girls Jr. DEEP Saturdays
- Updating participant database and trouble-shooting registration issues
- Answering program related questions from parents, students and instructors by phone, email and in person
- Event planning and Coordinating

Applicants should be an undergraduate or recent graduate of the University of Toronto

Applicants Submit:

1. Cover letter
2. Resume

Ensure all documents are submitted as: YOURNAME_Coverletter, and YOURNAME_Resume, respectively.

Qualified applicants should submit their cover letter with resume to the attention of Dominic Abogado, Engineering Student Outreach Office. Submissions can be emailed to outreach@ecf.utoronto.ca (please include the position you are applying for and your name in the subject line).

Applications are due no later than 5 pm on Friday, September 23, 2016.