

Title: Special Events and Program Assistants

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

Positions: 1-2

Hours of Work/Week: 9 -12 per week

The Special Events and Program Assistant will be responsible for participating in the planning, delivery and review of programs and events offered by the Engineering Outreach Office. These programs include Jr. DEEP Saturdays, Girls Jr. DEEP Saturdays, and Engineering High School Saturday program. Special Events and Program Assistant plays a critical role as a member of the program delivery team, acting as a point of contact for program participants, parents, staff and volunteers.

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 Programs for Jr. DEEP Saturdays, Girls Jr. DEEP Saturdays, and Engineering High School Saturday program
- Assisting instructors during Saturday programs with supervision classroom supervision, material needs, and other duties.
- Management and preparation of course materials during the week
- Assisting in pick-up/drop-off at the beginning and end of Saturday programs with the Outreach Office Assistant

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.