

**Title:** EOO Administrative Lead

**Date of Employment:** January - August

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

**Rate of Pay:** \$18.00

**Hours of Work/Week:** 6 hours/week (January – April). Full-time (May – August)

The Engineering Student Outreach Office (ESOO) is currently seeking an Administrative Team Leader. 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/>

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:

- Running program and event registrations
- Answering program related questions from parents, students and instructors by phone, email and in person
- Working directly with Outreach Programs Team Leaders to coordinate morning drop-off, afternoon pick-up, and attendance.
- Delegating day-to-day tasks to administrative team

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](mailto:outreach@ecf.utoronto.ca) (please include the position you are applying for in the subject line).

**Applications are due no later than Thursday, January 12<sup>th</sup>**