



Title: EOO Administrative Assistant

Date of Employment: February 2019 - August 2019

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

Rate of Pay: \$18.00/hour

Hours of Work/Week: February – April: Part-Time, May – August: Full-time.

The Engineering Outreach Office (EOO) is currently seeking an Administrative Assistant who plays an important role in the administration of the programs for the Engineering Outreach Office. The Engineering Outreach Office manages and administers the core outreach programs offered by the Faculty. We act as the central unit for promoting Science, Technology, Engineering and Math (STEM) education to a wide audience.

For more information about the Engineering Outreach Office, visit

<http://outreach.engineering.utoronto.ca/>

Duties and responsibilities:

The Administrative Assistant works closely alongside the Administrative Coordinator and Administrative Lead in planning on-campus events and facilitating all pre-university programs offered by the Outreach Office. This involves assisting with setting up registration, creating master lists, booking rooms and other necessary materials, ordering catering, and constructing an itinerary.

During the school year the Administrative Assistant helps with the organization of Saturday programs, March Break programs, and any on-campus events. This includes being present for registration, keeping track of participant attendance, and coordinating other staff and volunteers.

Over the summer the emphasis in work shifts to the summer programs such as Jr. DEEP and DEEP. During the months of April to June, the Administrative Assistant will facilitate registration for all EOO programs and events as well as answer any inquiries over the phone, in person, and through email. During the course of the programs, the Administrative Assistant will facilitate morning registration and afternoon pick up for EOO programs and create attendances and master lists for the course instructors.

The administrative team works collaboratively with the full-time Outreach staff, Team Leaders, Residence Team, and Materials Team. They act as the central unit to communicate between the individual programs to their associated participants.



Other specific duties include:

- Launching and monitoring online registrations
- Answering program/event 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.
- Preparing and organizing legal documents for international students

Skills:

- Familiarity working with Microsoft Excel, Microsoft Word, Google Sheets and Google Docs.
- Excellent oral and written communication, interpersonal and organizational skills
- Proven leadership, supervisory, and problem-solving skills
- Demonstrated conflict resolution skills
- Comfortable working in an unpredictable and often-stressful environment, independently and as part of a team of diverse individuals.
- Assertiveness, sensitivity, initiative, flexibility, and enthusiasm

Experience and Education

- Applicants should be an undergraduate student 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 in the subject line).

Applications are due no later than 9:00 AM on Tuesday, February 26, 2019.



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING