UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Title: EOO Administrative Assistant
Date of Employment: October 26th 2021 – March 15th 2022
Hiring Department: Engineering Student Outreach Office, Faculty of Applied Science & Engineering
Rate of Pay: $21.00/hour
Hours of Work/Week: up to Full-time.

*please note – this position has been approved for full time hours however during the academic year these hours will be adjusted to acknowledge a student schedule. The incumbent can expect 5-15 hours per week based on an agreed upon schedule.
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:

Working closely with the Administrative Coordinator and Administrative Team, the Administrative Assistant is responsible for supporting all pre-university programs offered by the Engineering Outreach Office (EOO). This involves assisting with registration set-up, creating master lists, managing attendance systems, and communicating with internal and external stakeholders relating to programming offered within the Engineering Outreach portfolios. Additionally, the Administrative Assistant, supports the Administrative Coordinator in the creation and management of systems to promote efficiency and smooth functioning internally within the EOO, as well as supporting the documentation and review of EOO policies and procedures.

The Administrative Assistant will facilitate registration for all EOO programs and events as well as answer inquiries over the phone, and through email. During the course of the programs, the Administrative Assistant will provide technical and moderating support to instructors and coordinators for EOO programs and create attendances and master lists for the course instructors, as well as creating program completion certificates.

The administrative team works collaboratively with the full-time Outreach staff, Team Leaders, 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 and email
- Working directly with Outreach Programs Team Leaders to coordinate program attendance, and moderation schedules

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 Eva Peringer, Engineering Student Outreach Office. Submissions can be emailed to outreach@engineering.utoronto.ca (please include the position you are applying for in the subject line).
Applications are due no later than **October 13th, 2021**