Title: Engineering Outreach Office Administrative Team Lead
Date of Employment: December 2022 – March 31st 2023
Hiring Department: Engineering Student Outreach Office, Faculty of Applied Science & Engineering
Rate of Pay: $23.00/hour
Hours of Work/Week: 24*
*please note – this position has been approved for 24 hours per week, however during the academic year these hours will be adjusted to acknowledge a student schedule. The incumbent can expect 4-24 hours per week based on an agreed upon schedule.

The Engineering Outreach Office (EOO) is currently seeking an Administrative Team Lead who plays an important role in the administration of programming 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:

As an Administrative Team Lead, you will work closely with the Events and Administrative Officer in planning and facilitating the administration of all on-campus and virtual pre-university programs offered by the Engineering Outreach Office (EOO). This involves assisting with registration set-up, creating master lists, booking rooms and necessary materials, supporting the creation of schedules, and communicating with internal and external stakeholders.

The Administrative Team Lead is one of the first point of contact during all events and programs, and acts on behalf of the Events and Administrative Officer in their absence.

The Administrative Team Lead, supports the Events and Administrative Officer in the creation and management of systems to promote efficiency and smooth functioning internally, as well as supporting the documentation and review of EOO policies and procedures.

The Administrative Team Lead will assist in registration for all EOO programs and events as well as answer any enquires over the phone, in-person, and through email. During programming the Administrative Team Lead will oversee morning sign-in and afternoon pick up for EOO programs and create attendances and master lists for the course instructors, as well as keeping track of participant attendance.

The Team Lead works regularly with the full-time outreach staff, Academic Team Leaders, and instructors. The Administrative Team Lead is a go-to person for all Administrative Assistants when it comes to general inquiries/questions relating to day-to-day processes.

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 EOO Sr. Staff ad Team Leaders to coordinate the launching of programs, as well as program attendance, as well as providing virtual and in-person administrative support.

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, enthusiasm, compassion, and empathy

Experience and Education:

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

Applicants Submit:
Cover letter
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 December 18th, 2022