Title: Engineering Outreach Office Administrative Assistant

Date of Employment: March 31st 2023 – September 29th 2023

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 35-40 hours per week during the non-academic year based on an agreed upon schedule.

The Engineering Outreach Office (EOO) is currently seeking an Administrative Assistant - 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 Assistant, you will work closely with the Events and Administrative Officer and Administrative Team Leads 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, and communicating with internal and external stakeholders.

The Administrative Assistant will assist in the coordination and registration for all EOO programs and events, including supporting participant families with bursary and registration processes. During programming the Administrative Assistant will support programming in many ways, including with student sign-in and pick up, the tracking of participant attendance, and communication with participant families via. email, over the phone, and in-person.

During programming, the Administrative Assistant will provide technical and administrative support to instructors and coordinators including printing signs, materials, and lists, as well as creating program completion certificates.

The Administrative Team works collaboratively with the full-time Outreach staff, Team Leaders, and instructors. The Admin Team acts 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 EOO Sr. Staff ad Team Leaders to coordinate the launching of programs, managing and communicating program attendance, as well as providing general 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 outreach@engineering.utoronto.ca (please include the position you are applying for in the subject line).

Applications are due no later than February 17th, 2023