



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Summer Employment Opportunity

Title: Engineering Outreach Administrative and Communications Specialist

Dates of Employment: June 30, 2025 - August 31, 2025

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

Rate of Pay: \$21.00

Hours/Week: 36.25 hours per week: fully in-person

Engineering Student Recruitment and Outreach Office (ESROO) is currently seeking an Administrative and Communications Specialist - an important role in the administration and communications of programming for Engineering Outreach. The Engineering Outreach team manages and administers the core outreach programs offered by the Faculty of Applied Science and Engineering. We act as the central unit for promoting Science, Technology, Engineering and Math (STEM) education to a wide audience. For more information about Engineering Outreach, visit: <http://outreach.engineering.utoronto.ca/>

Job Description:

As an Administrative and Communications Specialist, you will gain hands-on experience in both administrative and communication roles, working closely with the Events and Administrative Officer and Communications Officer to support the planning and execution of on-campus and virtual pre-university programs offered by Engineering Outreach, including summer camps for elementary students and summer courses for high school students. Responsibilities include creating master lists and attendance sheets, front-line communication with parents and students (via email, phone, and in-person), photography, print and digital design, and social media content creation. The Administrative Team collaborates with full-time Outreach staff, Team Leaders, and instructors, serving as the central hub for communication between programs and their participants.

Engineering Outreach at University of Toronto is strongly committed to the diversity of communities and ideas and especially welcomes applications from Indigenous and equity-seeking students. Applicants are encouraged to voluntarily (and confidentially) self-identify in their cover letter and / or resumé if they are an Indigenous person; Person with a Disability; Newcomer; Racialized Person / Person of Colour; Religious / Spiritual community member; LBGTBI2QQ+; Woman; Transfer Student; and / or Mature Student.

Hours:

- Approximately 36.25 Hours per week
- Shifts will be either 7:45 am-3:45 pm or 9:15 am-5:15 pm every day from Monday to Friday (with an hour lunch break each day).



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Administrative Duties (50%):

- Developing professional communication skills: Answering program/event related questions from parents, students, and instructors by phone, email, and in-person developing professional communication and customer service skills.
- Offering front line assistance with parents and students during sign-in and/or pick-up of Jr. DEEP Summer Camp gaining hands-on experience in conflict resolution, empathy, and stakeholder engagement
- Managing and communicating program attendance enhancing organizational skills and bridging classroom knowledge of data management with real-world applications.
- Providing general virtual and in-person administrative support, strengthening leadership and teamwork skills in a fast-paced environment

Communication Duties (50%):

- Photographing and filming students during activities, developing creative and technical skills through iterative problem-solving, refining techniques through trial, error, and repetition
- Proposing, developing and filming short form content for social media integrating project management principles and bridging theory with practice in digital marketing
- Preparing end of week slideshows enhancing presentation and storytelling abilities relevant to various academic and career paths
- May have the opportunity for development and delivery of printed promotional materials (postcards, flyers, etc.)
- Designing and creating signage, materials, and program completion certificates cultivating attention to detail and applying visual communication principles
- Collaborating with Coordinators and other ESROO Staff on projects building teamwork and networking skills in a diverse professional setting
- Ensuring designs and material adhere to University of Toronto brand standards learning how broader institutional policies intersect with everyday tasks and emphasizing professional accountability

Required Qualifications:

- Familiarity working with Microsoft Excel, Microsoft Word, Google Sheets and Google Docs
- Excellent oral and written communication, interpersonal, and organizational skills
- Proven leadership and problem-solving skills
- Demonstrated conflict resolution skills



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- Comfortable working in an unpredictable and often stressful environment, independently and as part of a team of diverse individuals.
- Assertiveness, initiative, flexibility, enthusiasm, empathy, and creativity

Preferred Qualifications:

- Experience with Adobe CC (Photoshop, InDesign, Lightroom Classic)
- Experience with social media platforms (Instagram, Facebook)
- Experience with photography
- Experience with registration software (eg. Active Networks, Campbrain)
- Speaking other languages
- Experience with camps and/or children's programs

Accessibility Considerations:

- Occurs in an in-person environment
- Occurs in a number of different settings across campus
- Occurs in an environment where loud and/or abrupt noises occur frequently
- Works with tight and/or frequent deadlines

How to Apply:

Please send a resume and cover letter to outreach@engineering.utoronto.ca by Tuesday, June 10, 2025. Please put "Administrative and Communications Specialist - YOUR NAME" in the subject line (please replace YOUR NAME with your full name).