

Work Study Position – FALL/WINTER – Student Services – Mentorship Programs Assistant

MENTORSHIP PROGRAMS ASSISTANT

Job ID:

Office of the Dean of Students

University of Toronto- Trinity College

DEPARTMENT OVERVIEW:

The Trinity College Mentorship Program Assistant is a student staff member in the Trinity College Office of the Dean of Students working in collaboration with the Trinity College Office of the Registrar. The Office of the Dean of Students is responsible for oversight of the non-academic student life at the College, with the goal of fostering the well-being and academic success of Trinity students.

POSITION SUMMARY:

Supervised by the Assistant Dean of Students - Student Life and working with staff in the Office of the Dean of Students, the successful candidate will be responsible for assisting with the research, development, logistical and administrative support, and implementation of Mentorship related programs and events for Trinity College students. The Trinity College Mentorship Programs Assistant will also support the creative design and marketing of mentorship programming including broader outreach to Trinity College alumni and establishing a pool of available community mentors with the Assistant Dean of Students - Student Life. Other duties as assigned will include programming and support for the Office of the Dean of Students as needed.

DUTIES:

- Assist in the research and development of Mentorship programs and events for students.
- Design and advertising of available opportunities for student and community members seeking mentor/mentee opportunities.
- Reviewing of program effectiveness, setting benchmarks, and evaluating learning outcomes.
- Support and/or host trainings outlining the roles and expectations for student and volunteers about the mentor/mentee relationships.
- Collaborate with appropriate Trinity College Officers to reach out to potential alumni mentors.
- Other duties as assigned including support of ongoing Office of the Dean of Students programs.

QUALIFICATIONS:

The successful candidate will demonstrate a high degree of autonomy and creativity as well as clear organizational strategies for communication and the ability to set and meet deadlines. A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount. Ability to create professional level final drafts which can be provided to the community with minimal editing is strongly preferred. Computer skills will be an asset for

advertisement creation and online community support. Familiarity with community life at Trinity College is an asset.

RELEVANT COMPETENCIES:

- Career Planning
- Collaboration
- Communication and Media
- Knowledge application to daily life
- Project Management
- Professionalism

MANDATORY TRAININGS

- Attend Trinity College Student Service work study student training;
- Attend safeTALK training;
- Attend Mentorship Foundations Training offered by Student Life, Mentorship and Peer Programs;
- Complete Accessibility for Ontarians with Disabilities Act (AODA) training through U of T
- Complete equity, diversity, inclusion, and access training through U of T
- Complete online Identify, Assist, and Refer training offered by Health and Wellness;
- Complete online Sexual Violence Education and Prevention training offered by the SVPSC
- Attend ongoing trainings offered throughout the academic year.

NUMBER OF VACANCIES: 1

APPLICATION DEADLINE: Wednesday, September 4th, at 9:00 am

APPLICATION METHOD: Work-Study applications are collected through the [Career Learning Network Application module](#).

START DATE: September 3rd, 2024

END DATE: March 31st, 20245

HOURS PER WEEK: 9-12 Hours Per Week (up to 200 hours total)

REMUNERATION: \$15.90 per hours

Please visit the [University of Toronto's Work-Study website](#) for more information including eligibility.

We would like to thank all applicants for their interest, however, due to the anticipated volume of applications, only those selected for an interview will be contacted.

Work study students will undergo an onboarding and training process facilitated by the Trinity College staff. Managers are asked to meet weekly (or more) with their work study students to set short and long term working goals along with professional and personal development goals for the role. The work opportunities are modified to allow for growth in areas of student interest while also meeting the programming goals. The Office of the Dean of Students is currently utilizing the MS Teams platform to host regular individual and staff meetings but is also available via phone and e-mail communication.

Initial training and goals will be revisited at a mid point check in and again at the conclusion of the program. When possible an exit survey about their experience, an opportunity to ask for additional supports and resources, and an exit interview to provide feedback on areas for improvement for future work study students will be provided.

CCR: The Trinity College Student Life – Mentorship Programs Assistant supported the office of the Dean of Students with Trinity College in the research, development, logistical and administrative support, and implementation of Mentorship related programs and events for Trinity College students. Their work involved communication across a broad array of community members and required significant organizational skills while working independently. They were also required to show a high degree of professionalism in their communication, design, and innovation skills to advertise and onboard mentors and mentees to a college hosted program. This required an understanding of balancing timelines when working with a diverse group stakeholders, collaborating with multiple offices, and managing their project deadlines with an understanding of the needs and barriers to access for students and alumni community members.