Office of Student Life Leadership Development Program – Work Study Position Description

Work-Study Position:
Outreach and Promotions Coordinator

Number of Vacancies:
2

Position Description:
The Outreach & Promotions Coordinator will connect with leaders from other departments to promote and represent the Leadership Development Program. They will attend events and workshops on campus (e.g. Clubs Day, Orientation, Open House) to support the Leadership Development Program in connecting with students across campus. The Outreach & Promotions Coordinator will connect with U of T bloggers and other social media to promote current Leadership Development projects and events. They will assist with promoting relevant and upcoming events and workshops to the student body through social media (facebook, twitter and a blog). This position is ideal for students interested in outreach, leadership development, and community engagement.

Typical Duties:
- regular communication with Leadership Development programmers to stay up-to-date on current events and upcoming workshops
- support with workshop promotion, outreach across campus and online presence (including facebook, twitter and a blog)
- collaborate with the other Outreach and Promotions Coordinator to ensure tasks are divided and completed
- connect and sustain relationships with campus groups/organizations/staff to inform them on current Leadership Development opportunities
- travel to various on-campus events and fairs as a representative of the Leadership Development Program
- attend weekly team meetings

Degree:
Bachelor
Masters
PhD
Other

Program of Study:
Any discipline

Experience:

- experience with social media and outreach
- active engagement on campus and aware of current events in the U of T community (i.e. extracurricular involvement)

Skills:
- excellent written and spoken communication
- eager to engage with new students
- work well in collaborative environments

Other Information
- creativity and collaborative brainstorming are central to this position, as you will have the opportunity to design and implement an event and/or workshop each term

- ideal for a student who is open to goal-setting, visioning and personal development

How many hours of work are available:
4-8 hours per week

Specify any special features about the hours of work:
- this position has a generally flexible schedule
- required to attend a weekly meeting with the rest of the student-staff team
- potentially some evening/weekend work

Method of Application

Students to apply by:
- Email

Please submit a document or PDF file via email with your cover letter and resume (preferably in one document) with the naming convention "Lastname_Firstname_Outreach" to leadership@utoronto.ca. Please also specify the name of the position you are applying for in the email subject line.

Interviews will be conducted on a rolling basis so applicants are encouraged to apply as soon as possible.