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

Work-Study Position
Workshops and Events Coordinator

Number of Vacancies:
2

Position Description:
The *Workshops & Events Coordinators* will support the Leadership Development Program staff in preparing and facilitating various events and workshops throughout the year. They will be provided with training and resources that will assist in planning and coordinating events and workshops. The Workshops & Event Coordinators will work closely with the office staff and the rest of the student-staff team to ensure events and workshops are communicated clearly to interested U of T students. This position is ideal for students interested in workshops and facilitation, 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 preparation, event evaluations and attendance-tracking
- collaborate with the other Workshop & Events Coordinator to ensure tasks are divided and completed
- collaborate with the Outreach & Promotions Coordinatosr to ensure workshop and event information is being promoted to students
- co-facilitate leadership development workshops
- attend weekly team meetings

Degree:
Bachelor
Masters
PhD
Other

Program of Study:
Any discipline

Experience:
- experience with event planning and public speaking
- active engagement on campus and aware of current events in the U of T community

Skills:
- excellent written and spoken communication skills, particularly in public speaking
- event planning and coordination
- 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
- positions in this office are 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 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_Workshops" 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.