UNIVERSITY OF ST. MICHAEL’S COLLEGE
JOB OPPORTUNITY

This position is covered by United Steelworkers “All Employee” Bargaining Unit

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Student Life Coordinator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Department of Student Life</td>
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<tr>
<td>Supervisor:</td>
<td>Director of Student Life</td>
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<tr>
<td>Hours:</td>
<td>35 hours per week (flexible schedule required)</td>
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<tr>
<td>Salary:</td>
<td>$1035.08 per week (53,824 annually)</td>
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<tr>
<td>Terms:</td>
<td>Full-Time - 6 Month Probation</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>July 10, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>August 1, 2017</td>
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<tr>
<td>Apply to:</td>
<td><a href="mailto:hr.stmikes@utoronto.ca">hr.stmikes@utoronto.ca</a></td>
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<td></td>
<td>Attention: Human Resources Officer</td>
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<td>(please include position title in subject line of email when submitting resume and cover letter)</td>
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Profile

The University of St. Michael’s College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, “Teach me goodness, discipline and knowledge,” sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual life thrives in a context of academic freedom and rigorous debate. The University of St. Michael’s College boasts a large and dynamic undergraduate division, an acclaimed Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

The Student Life Coordinator is responsible for supporting, developing and implementing student life programming for students at the University of St. Michael’s College in the University of Toronto. Under the direction of the Director of Student Life, they will promote development and personal growth of students through educational formation, leadership programming and daily interaction with students.

Duties & Responsibilities

- In consultation with the Director of Student Life, develop, implement and facilitate student life initiatives that promote student awareness and education that exemplify the mission and values of the University of St. Michael’s College.
- Oversee the “USMC Connect” peer-mentorship program, including selection and training of all student mentors and assessment of programming.
- Develop and implement leadership training and formation programs for student clubs, campus organizations, academic societies and student leaders.
- Work in conjunction with USMC and U of T staff and stakeholders to develop programming for student success during transitional years (first year, final year) of studies.
- Chair Local Evaluation Committee and serve as CCR Lead and Local Administrator of the Co-Curricular Record for USMC.
- Maintain an inventory of informational resource materials pertaining to student life.
- Assist in the planning and execution of special Student Life events (including but not limited to orientation, high school retreats, open houses and other College events).
- Ensure all USMC and U of T regulations and policies are adhered to in the planning, execution and participation of campus events.
- Work in conjunction with various USMC departments, the University of Toronto Office of Student Life and the Faculty of Arts and Science.
• Serves as an advisor to student groups as assigned, ensuring best practices for success.
• Other duties as assigned.

Qualifications

• University degree.
• 3-5 years of work experience in student centred positions.
• Experience with educational and mission-oriented institutions preferred.
• A thorough knowledge of university culture, prior experience working with student leaders and program development.
• Proven leadership skills and a demonstrated understanding of and respect for a student centered, multi-cultural and multi-religious milieu.
• Superior training and mentoring skills.
• Demonstrated project management skills with an ability to meet deadlines and to manage a competing set of competing priorities with efficiency.
• Excellent written and verbal communication skills, supported by computer skills, specifically Excel and budget management.
• Previous experience running social media campaigns with demonstrated advanced skills using 21st century technology.
• Previous experience developing training modules and leadership development programming. Strong public speaking and large group facilitation skills are required.

Working Conditions

• Open office.
• Schedule includes attendance at functions during the evening and on weekends.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael’s College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca