

244543 - Summer Abroad On-Site Assistant: Oxford, England

Job Posting Information

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| Position Type: | Summer |
| Is this a Research Opportunity?: | No |
| Job Title: | Summer Abroad On-Site Assistant: Oxford, England |
| Occupation Type: | Education & Training |
| Job Description: | <p><u>About</u></p> <p>The Summer Abroad Program offers U of T students the opportunity to enrich their academic experience with an exciting and educational international experience. Students complete an undergraduate U of T credit at an international location during the summer.</p> <p><i>The key responsibilities outlined below are interpreted as being descriptive in nature and are not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.</i></p> <p>The responsibilities of the Summer Abroad On-Site Assistant: Oxford, England are as follows:</p> <ul style="list-style-type: none">• support the daily on-site coordination of Oxford Summer Abroad program• assist with students' pre-departure orientation and the pre-program instructor meeting• liaise with representatives to confirm requirements for the program and to obtain the best quality service while on-site• advise students on the interpretation of rules and regulations regarding the program• organize and lead inclusive orientation activities as well as social activities while abroad• attend all field trips and provide non-academic support to students as needed• be available by cell phone and in person to assist staff and faculty in an emergency |

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| | <ul style="list-style-type: none"> • resolve non-academic concerns promptly that arise with students in the program and consult with the Summer Abroad team as required • acceptance of program necessities such as being the emergency contact at the site, occasional erratic schedules and occasional increases in work load during the start of the program • submit a written report documenting at the end of the program. <p><u>Summer Abroad On-Site Assistants report to:</u></p> <ul style="list-style-type: none"> • Loraine Au Tham (Director) • Take directional guidance from Oxford Program Manager |
| <p>Job Requirements:</p> | <p><u>Job Requirements:</u></p> <ul style="list-style-type: none"> • Have excellent communication and listening skills • Be able to effectively work in a respectful manner with people from different cultures and backgrounds • Be able to remain calm, patient, and adaptable in high stress situations • Maintain a positive and enthusiastic attitude around students and instructors • Be responsible, punctual and reliable • Be able to collaborate with colleagues as one team and build community with students • Be able to work independently and take initiative as needed <p><u>Program dates</u></p> <ul style="list-style-type: none"> • Pre-departure meeting in July. • On-site Assistants travel from Ontario to Oxford (Aug 1 - 31) and stay with the students during the program. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Extensive experience dealing with students in a don/residence setting • Experience with international academic programs • Familiar with the University of Oxford campus and relevant sites in England • Ability to be creative and resourceful • Ability to respond quickly and effectively in potential crisis situations |

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| | <ul style="list-style-type: none"> • Self-motivated and ability to problem solve • Detail-oriented and organized • Excellent interpersonal, management, and leadership skills • Proficiency in multiple languages is an asset • University degree in a relevant discipline • University of Toronto graduate/ postgraduate student preferred. |
| Contract or Permanent?: | Contract |
| Start Date: | 07/01/2025 |
| End Date: | 08/31/2025 |
| Number of Positions: | 5 |
| Campus Job Location: | Off Campus |
| Job Location Details (i.e. Building/Faculty): | U of T (July); Oxford, England (Aug 1-31) |
| Annual Salary or Per Hour?: | Per Hour |
| Salary or Hourly Wage: | \$4,500 plus living allowance, accommodation and roundtrip flight |
| Hours Per Week: | 25-34 |
| Type of Schedule: | Flexible Hours |
| Schedule Details: | Based on program calendar |
| Target All Programs of Study: | Yes |

Application Information

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| Application Deadline: | December 1, 2024, 11:59 PM |
| Application Documents Required: | Cover Letter, Resume, Transcript (Unofficial), Co-Curricular Record |

Company Info

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| Organization: | University of Toronto |
| Division: | Woodsworth College |
| Department: | Professional and International Programs |
| First Name: | Loraine |
| Last Name: | Au Tham |
| Building: | Woodsworth College |
| Website: | summerabroad.utoronto.ca |