

244654 - Summer Abroad On-Site Assistant: Beijing, China

Job Posting Information

Position Type:	Summer
Is this a Research Opportunity?:	No
Job Title:	Summer Abroad On-Site Assistant: Beijing, China
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: Beijing, China are as follows:</p> <ul style="list-style-type: none">• support the daily on-site coordination of China 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

	<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 Summer Abroad Program Manager and Program Coordinator
<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 April. • There are two separate positions: One position will be from U of T (April) and China (May). The second position will be from U of T (June) and China (July). • On-site Assistant travel from Ontario to China (in April/ June) and stay in China with the students for 3-4 weeks in May/ July during the program, including fieldtrips. <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

	<ul style="list-style-type: none"> • Extensive knowledge about China; familiar with Peking University or Capital University of Economics and Business campus and relevant sites in China • Ability to be creative and resourceful • Ability to respond quickly and effectively in potential crisis situations • Self-motivated and ability to problem solve • Detail-oriented and organized • Excellent interpersonal, management, and leadership skills • Native proficiency in Mandarin • Proficiency in multiple languages is an asset • Emergency/ Standard First Aid & CPR-C certification is an asset • Bachelor's Degree completed in a relevant discipline. • University of Toronto graduate/ postgraduate student preferred.
Contract or Permanent?:	Contract
Start Date:	04/01/2025
End Date:	07/31/2025
Number of Positions:	2
Campus Job Location:	Off Campus
Job Location Details (i.e. Building/Faculty):	One position will be from U of T (April) and China (May). Second position will be from U of T (June) and China (July).
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

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

Company Info

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