

## 244661 - Summer Abroad On-Site Assistant: Japan

### Job Posting Information

<b>Position Type:</b>	Summer
<b>Is this a Research Opportunity?:</b>	No
<b>Job Title:</b>	Summer Abroad On-Site Assistant: Japan
<b>Occupation Type:</b>	Education & Training
<b>Job Description:</b>	<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 <b>Summer Abroad On-Site Assistant: Japan</b> are as follows:</p> <ul style="list-style-type: none"><li>• support the daily on-site coordination of Japan Summer Abroad program</li><li>• assist with students' pre-departure orientation and the pre-program instructor meeting</li><li>• liaise with representatives to confirm requirements for the program and to obtain the best quality service while on-site</li><li>• advise students on the interpretation of rules and regulations regarding the program</li><li>• organize and lead inclusive orientation activities as well as social activities while abroad</li><li>• attend all field trips and provide non-academic support to students as needed</li><li>• be available by cell phone and in person to assist staff and faculty in an emergency</li></ul>

	<ul style="list-style-type: none"> <li>• resolve non-academic concerns promptly that arise with students in the program and consult with the Summer Abroad team as required</li> <li>• 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</li> <li>• submit a written report documenting at the end of the program.</li> </ul> <p><u>Summer Abroad On-Site Assistants report to:</u></p> <ul style="list-style-type: none"> <li>• Loraine Au Tham (Director)</li> <li>• Take directional guidance from Summer Abroad Program Manager and Program Coordinator</li> </ul>
<p><b>Job Requirements:</b></p>	<p><u>Job Requirements:</u></p> <ul style="list-style-type: none"> <li>• Have excellent communication and listening skills</li> <li>• Be able to effectively work in a respectful manner with people from different cultures and backgrounds</li> <li>• Be able to remain calm, patient, and adaptable in high stress situations</li> <li>• Maintain a positive and enthusiastic attitude around students and instructors</li> <li>• Be responsible, punctual and reliable</li> <li>• Be able to collaborate with colleagues as one team and build community with students</li> <li>• Be able to work independently and take initiative as needed</li> </ul> <p><u>Program dates</u></p> <ul style="list-style-type: none"> <li>• Pre-departure meeting in April.</li> <li>• On-site Assistant travel from Ontario to Japan (in May) and stay in Japan with the students for 4 weeks during the program, including fieldtrips.</li> </ul> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Extensive experience dealing with students in a don/residence setting</li> <li>• Experience with international academic programs</li> <li>• Extensive knowledge about the Keio University campus and relevant sites in Tokyo</li> <li>• Ability to be creative and resourceful</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively in potential crisis situations</li> <li>• Self-motivated and ability to problem solve</li> <li>• Detail-oriented and organized</li> <li>• Excellent interpersonal, management, and leadership skills</li> <li>• Native proficiency in Japanese</li> <li>• Proficiency in multiple languages is an asset</li> <li>• Emergency/ Standard First Aid &amp; CPR-C certification is an asset</li> <li>• Bachelor's Degree completed in a relevant discipline.</li> <li>• University of Toronto graduate/ postgraduate student preferred. International post-graduate applicants must check your eligibility to work.</li> </ul>
<b>Contract or Permanent?:</b>	Contract
<b>Start Date:</b>	04/01/2025
<b>End Date:</b>	06/30/2025
<b>Number of Positions:</b>	2
<b>Campus Job Location:</b>	Off Campus
<b>Job Location Details (i.e. Building/Faculty):</b>	U of T (April) and Japan (May - June)
<b>Annual Salary or Per Hour?:</b>	Per Hour
<b>Salary or Hourly Wage:</b>	\$4,500 plus living allowance, accommodation and roundtrip flight
<b>Hours Per Week:</b>	25-34
<b>Type of Schedule:</b>	Flexible Hours
<b>Schedule Details:</b>	Based on program calendar
<b>Target All Programs of Study:</b>	Yes

## **Application Information**

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

## **Company Info**

<b>Organization:</b>	University of Toronto
<b>Division:</b>	Woodsworth College
<b>Department:</b>	Professional and International Programs
<b>First Name:</b>	Loraine
<b>Last Name:</b>	Au Tham
<b>Building:</b>	Woodsworth College
<b>Website:</b>	<a href="https://summerabroad.utoronto.ca">summerabroad.utoronto.ca</a>