ENGINEERING PROGRAMMING AMBASSADOR

2021-22
Job Description & Application

UNIVERSITY OF TORONTO

Chestnut RESIDENCE
Thank you for your interest in applying to be an Engineering Programming Ambassador (EPA) at Chestnut Residence! This opportunity is an excellent way to get involved, help students and build your own transferable work skills. We are looking for committed, responsible, and creative individuals who are looking for a unique experience to support students academically and within the community.

Programming is an essential component of an enriching residence experience. Programming refers to thoughtfully planned events and activities organized in an effort to support students and the overall community. It can be focused on areas such as academic success, personal growth, life transitions, and professional development. Some programming is planned proactively to meet the needs of students ahead of when they might be experiencing certain challenges, while some programming is reactionary to current events or in response to a particular community experience. Additionally, some programs are “active” in nature and some are “passive.” Active programs refer to events where students have to attend in person, while passive programs are delivered through mediums like bulletin boards, newsletters, handouts, and emails. Some examples of active programs include cover letter and resume writing workshops and academic advising information sessions. Some examples of passive programs include a bulletin board on the topic of using online academic success resources or a handout on the topic of how to find summer research opportunities or jobs. The EPA role is designed to deliver proactive programs mostly focused on academic success, and that are both active and passive in nature.

EPAs are enthusiastic and approachable peer leaders who represent the Engineering community at Chestnut Residence. EPAs support students in the Engineering Science, Core 8, and TrackOne programs by designing and delivering impactful programs that ease student transition and aid in academic success. Their role is to help fellow Engineering students transition to University and Engineering life.

Chestnut EPAs will be hired as casual employees of the University of Toronto and will be compensated for the full academic year. The hourly wage is $15.15/hour. Chestnut EPAs will be expected to spend approximately 4 hours per week doing the following: training, meetings, preparing for and delivering active and passive programs, and talking with students.

Please note that due to COVID-19, the duties and responsibilities outlined below will be completed virtually, using platforms such as Microsoft Teams and Zoom.

**Primary Duties**

As an Engineering Programming Ambassador, you will design, advertise, and deliver programs to meet the following programming requirements:

- 1x/month drop-in study sessions
- 1x/month passive program (bulletin board display plus handouts) on pre-planned monthly themes as outlined by the Chestnut Residence Life Office
- 2x/semester active educational programs run in collaboration with at least one campus partner
- 1x/semester social for Engineering students living at Chestnut Residence
- Ongoing support for the Faculty in Residence Program
As an EPA you will also be expected to fulfill the following responsibilities:

- Participate in a 1-day training program as facilitated by the Chestnut Student Life Programs Coordinator at the beginning of the academic year
- Attend on-going leadership development opportunities approximately 3x/academic year (dates TBD)
- Attend bi-weekly staff meetings as coordinated by the Chestnut Student Life Programs Coordinator
- Attend monthly one-on-ones with the Chestnut Student Life Programs Coordinator to touch base about programming, teamwork, and professional development

**Learning Outcomes**

Upon completion of the program, EPAs are expected to have achieved the following learning outcomes:

- The ability to design, advertise, and deliver passive and active programs
- The ability to identify needs in a community and creatively work to meet those needs
- The development of leadership skills, including public speaking mentorship of younger peers

**Eligibility**

To be eligible to be selected as an EPA, you must:

- Be an upper-year full-time registered student in the Faculty of Applied Science and Engineering, University of Toronto
- Be in good academic standing
- Be organized, enthusiastic, and creative

**Asset**

- Be a resident of Chestnut Residence for the 2021-2022 academic term

**How to Apply**

- Email your complete cover letter, resume, and question response (see below) to: chestnut.life@utoronto.ca

Applications are due by 12pm (noon) on Friday, December 10, 2021
Interviews will take place December 13-17, 2021

In addition to your Cover Letter, where you will outline why you believe you are a good fit for the role, please include a separate 250-word response to ONE of the following questions:

1. What do you think is the largest challenge that incoming students face in their transition to University and why? Please explain how you would help to ease the transition if you were hired as an EPA for the upcoming academic year.

2. The EPAs are closely linked with the First Year Office at the Faculty of Applied Science & Engineering. Please describe one idea you have for a program that could be run in collaboration with the First Year Office.
3. Organization and time management are both necessary components of the EPA role. Please describe your approach to organization and time management and how you would use the approach to support your success in the EPA role if hired.

4. What do you believe to be the largest barrier to students turning out to programs and why? Please explain how you would advertise programs to students if you were hired as an EPA for the upcoming academic year.