



School of **Social & Community Services**

School of **Deaf & Deafblind Studies**

Social Innovation Hub

Service Canada

TITLE: Work Integrated (WIL) and Experiential Learning (EL) Assistant
DIVISION: School of Social & Community Services and School of Deaf and Deafblind Studies
SALARY: \$23 per hour and subject to Government funding
SCHEDULED: 9:30 a.m. – 3:30 p.m., Monday – Thursday (24 hours per week)
LOCATION: 200 King Street East, St. James campus
EFFECTIVE DATES: May 14, 2019 – March 26, 2020

DUTIES:

Reporting to the Manager, Academic Operations and Field Education, the candidate will:

- Search and identify new community organizations to promote the School programs
- Ongoing development of new placement sites by outreach to the community and awareness of student's interest areas.
- Collaborate with field education team to review and update the active list of placement sites
- Update the field education database and information management system used by the school.
- Update Community Partner List for the School of Social and Community Services Programs and SIHub
- Assist field education team on maintaining files of student documents in Field Education Office and SIHub
- Assist in the training of SIHub students (hubsters) under the direction of the Coordinator
- Work with stakeholders and assist in the development of SIHub procedures
- Learn and apply project management techniques to track and support the implementation of innovative projects and social enterprise initiatives.
- Assist and participate in the organizing committee of school events such as employer appreciation event, SIHub events, job fair, program specific events, awards ceremony, etc.

QUALIFICATIONS:

- Identify as Indigenous
- Registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor
- Diploma, or degree in a social service related sector preferable; or equivalent work experience
- Experience working in a fast-paced environment where it would be important to meet deadlines and multiple requests
- Effective interpersonal skills with an ability to network, do outreach and build partnerships
- Strong oral and written communication skills
- Ability to maintain confidentiality of information in particular as related to student issues
- Strong analytical skills, detail oriented and ability to prioritize and meet deadlines efficiently and effectively
- Good organizational and computer skills in MS Office Suite (Word, PowerPoint, Excel) and prior experience using information management systems and databases.
- Ability to work in an environment where a diversity of people and situations are encountered
- Open to learning how to create, innovate and build new initiatives, businesses, and / or program an asset.

IF YOU ARE INTERESTED: Please send your resume and cover letter to Esmeralda.Prifti@georgebrown.ca with subject heading: Work Integrated (WIL) and Experiential Learning (EL) Assistant