

Job Title: Student Program Assistant - Together@Dal

Overview:

Together@Dal is a mentorship program designed for new students, offering an excellent opportunity to connect with peers, establish a sense of academic efficacy, and become connected to the university community. Participants benefit from being paired with an upper-year mentor who can address any queries regarding student life at Dalhousie, including insights into the academic landscape of a specific department/major, participating in social events that foster a sense of belonging at Dalhousie, navigating the university experience alongside other first-year students, and becoming informed about the available student supports and resources.

Together@Dal is seeking a dynamic and motivated student to join our team as a Program Assistant. Reporting to the Leadership and Mentorship Development Programmer, this position plays a crucial role in the success of our first-year mentorship program. The Program Assistant will actively contribute to the program's delivery, manage social media content, organize events, and collaborate with Faculty Lead Mentors to ensure the quality of the program and student engagement.

Responsibilities:

Program Delivery:

- Assist in the recruitment of first-year students and mentor matching process.
- Assist in the implementation and coordination of Together@Dal events and activities.
- Collaborate with the program coordinator to ensure the smooth execution of mentorship initiatives.
- Attend program events and provide on-site support to participants.

Social Media Management:

- Create and manage engaging content across various social media platforms to promote program activities and engage the student community.
- Monitor and respond to inquiries and comments on social media platforms in a timely and professional manner.

Event Organization:

- Plan, coordinate, and execute events that align with the program's objectives, fostering a sense of community among participants.
- Work closely with the events team to ensure all logistical details are managed effectively.

Lead Mentor Overview:

- Schedule and attend regular meetings with Lead Mentors to gather feedback, discuss program improvement opportunities, and ensure the overall success of the mentorship experience.
- Guide Lead Mentors in planning and executing faculty focused events.

- Act as a liaison between mentors and the program coordinator to address any concerns or suggestions.

Qualifications:

- Currently enrolled as a full-time student at Dalhousie University.
- Strong organizational and communication skills.
- Demonstrated ability to work collaboratively in a team-oriented environment.
- Social media management experience is an asset.
- Previous experience in event planning or coordination is desirable.
- Previous experience with Together@Dal or mentorship roles is desirable.
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Time Commitment:

10 hours per week

Remuneration:

\$19 per hour

Application Process:

Interested candidates should submit a resume and cover letter outlining their relevant experience and expressing their interest in the position to together@dal.ca by April 29, 2024.

Dalhousie University is an equal-opportunity employer. We encourage applications from candidates of all backgrounds and experiences.