



## **BIM (Basiswa Indonesia Maju) Mentor, Pre-University Programs**

### Job Description

#### **About the Pre-University Programs:**

University of Toronto, New College, invites students from all over the world to join our vibrant community. Students will spend three weeks in the University of Toronto's downtown campus developing the necessary skills to create a more peaceful, connected, and inclusive world. Our dedicated team of counsellors, staff, and instructors will offer a summer of fun educational experience in the classroom, the residence, and while exploring our beautiful city.

#### **Reporting to Assistant Director and Pre-U Coordinator, BIM Mentors will be responsible for:**

- Develop and facilitate of workshops – in particular for incoming BIM students
- Provide incoming BIM students an opportunity to ask questions about life as an undergraduate student at UofT
- Connect with BIM students on university experiences thus far
- Develop and facilitation of skill-building workshops
- Directly supervise students throughout the duration of the program, including activities, events, transportation, and meals, both off and on campus
- Plan, prepare, and execute program activities (both on and off-campus)
- Respond to program incidents, including student conduct, students in distress, and/or students in crisis
- Other duties as assigned based on International Programs needs

#### **Additional Job Information:**

- Selected candidates must attend an online interview, **anticipated** in May 2024
- Training Week (\$330.00 + Accommodation): **anticipated** between June 9 to June 15, 2024 (~20 hours)
- Program Dates (\$396.00/week + Accommodation, **20 hours**):
- Contract Dates: **anticipated** June 16, 2024 – July 6, 2024
- Meals in the New College Dining Hall during working hours (during program dates) will be provided as a taxable benefit
- Working hours range between 10:30am to 1:00am (with the exception on Airport Pick-up weekends where support will be needed outside of this range)
- Beyond above responsibilities, tasks vary based on the operational needs of the camp
- An average work week consists of 3 to 4 days per week

#### **Contract Duration**

June contract – June 16 through July 6, 2024

#### **Job Requirements:**

- Must be a BIM student currently enrolled in a university or college program
- Be able to work cooperatively with your coworkers as one team



- Be able to work independently and take initiative as needed
- High punctuality, maturity, and reliability
- High interpersonal and communication skills to build and maintain approachable, creative, and engaging student interactions and events
- Knowledge in and experience of applying principles of equity, diversity, and inclusion to work with a highly diverse staff team and highly diverse student population
- Be able to cooperatively plan, organize, and execute educational workshops, social activities, and travel activities for student groups of up to 150, aged 15-18
- Be able to remain calm, patient, and adaptable in high stress situations
- Maintain a positive and enthusiastic attitude around students and visiting chaperones

**Qualities/Assets:**

- Experience working in a camp/tour guide setting
- Experience working with youth and/or adult students
- Experience working in an ESL environment
- Experience in response to students in distress or crisis
- Familiarity with areas of interest in Toronto (especially tourist areas)
- Skill in public speaking and presentation
- Experience in developing and facilitating workshops for high-school aged students

**Skills:**

- Camp counsellor experience
- Written and oral communication skills
- Bilingualism or multilingualism
- Self-motivated and willingness to problem solve
- Detail-oriented and organized
- Interpersonal, management, and leadership skills

**A Standard Police check, completed within 18 months of the contract start date, is required for all hired candidates.**

**For more information about the program, please visit our website at**

**[internationalprograms.utoronto.ca](https://internationalprograms.utoronto.ca)**

**Submit questions to:** International Programs Office, at **[internationalprograms@utoronto.ca](mailto:internationalprograms@utoronto.ca)**

**Submit your application by 11:59pm, April 28, 2024 at:**

**<https://forms.office.com/r/FzTG0i7XbL>**

**Submit your Resume by 11:59pm, April 28, 2024 to [internationalprograms@utoronto.ca](mailto:internationalprograms@utoronto.ca)**

*Late submitted applications may not be reviewed. Only selected candidates will be contacted for an interview.*