



Academic Coordinator, International Summer Academy

Job Description

International Summer Academy:

Since 1995, the International Summer Academy has been hosting international youth and adults for short-term academic and social programming experiences at New College. There are three divisions with separate programs being offered: International English Program (adults 18+), Pre-University Programs (15-18 years old), and Youth International English Program (13-18 years old). Each division includes its own academic course offerings (morning and/or afternoon) and social programming (afternoon, evening, and/or weekends). Students under 18 stay in New College residence and are managed on evenings and weekends by separate staff. The role of Academic Coordinator prepares for, oversees, and facilitates the day-to-day academic functioning of one division under the guidance of the Assistant/Academic Director, International Programs.

For more information on these programs, please visit <https://internationalprograms.utoronto.ca/>.

Session Dates:

Session 1: June 17 – July 5

Session 2: July 8 – July 26

Session 3: July 29 – August 16

Academic Coordinator positions:

- Pre-University Program Coordinator
- International English Program (adult) Coordinator
- Youth International English Program Coordinator

Hours of Work & Wages:

- Monday to Friday from 8:30 AM to 4:45 PM
- \$42.03 per hour

Reporting to the Director and Assistant Director, coordinators will be responsible for:

- Following direction from the Assistant Academic Director and Academic Director, International Programs
- Reviewing and updating existing course frameworks in preparation for instructor use
- Creating or revising staff schedules as required
- Maintaining divisional online hub that ensures access to relevant course and administration documents
- Working collaboratively with the administrative team to liaise with agents, groups, and school officials to facilitate student experience
- Coordinating instructors to develop and deliver course curriculum and administrative responsibilities
- Problem-solving issues that may arise effectively
- Supporting the work of the other Academic Coordinators where needed
- Monitoring student course experience



Contract Duration (*for all three positions*)

- June 3rd - August 16th

Minimum Qualifications: Applicants must have experience working in an academic team environment with teachers, administrators, and international students. Applicants should demonstrate ability to supervise staff and manage multiple tasks effectively. Applicants must be legally eligible to work in Ontario, Canada.

Application Process

Applicants should submit a detailed letter of application (cover letter) which indicates which Academic Coordinator position(s) you are applying for and how you are suited to it; and an updated curriculum vitae. Applications should be sent to:

International Programs

c/o International Programs Administrative Assistant

E-mail: internationalprograms@utoronto.ca

Application deadline: May 6, 2024

Late submitted applications may not be reviewed. Only applications submitted to the email address listed above will be considered.