Casual Position
Rehabilitation Sciences Institute
Temerty Faculty of Medicine

Duration: 23 Weeks
Compensation: $25-$35 per hour

Support is required to help enhance student and alumni engagement in the following key areas:

- Developing, implementing and evaluating alumni relations programs that enhance alumni affinity to the Rehabilitation Sciences Institute
- Writing routine correspondence to alumni and volunteers
- Create interactive programs which facilitate engagement between current students and alumni
- Produce, recreate and edit alumni stories to be utilized as marketing and/or promotional material
- Canvassing alumni groups and volunteers to identify potential speakers, mentors and new alumni volunteers, and providing feedback on the planning and implementation of engagement
- Determining logistics required for alumni engagement activities including direct mail, email, and organizing and executing event activities
- Provision administrative, operational and some strategic support to the Institute’s Alumni Committee
- Working with the Temerty Medicine Connect platform to engage alumni
- Conduct periodic surveys or questionnaire within the alumni grouping to continually establish directional and strategic focus
- Continually research the diversity mix, demographic factors, ethnicity and locality of alumni, in the process gathering up to date information for direct utilization
- Assisting with promoting alumni engagement opportunities to academic units, graduating students, industry partners and alumni
- Assist in formulating impactful and innovative global initiatives for full participation by the alumni
- Seek and formalize collaborations/partnerships which will both benefit membership as well as enhance the reputation of the alumni
- Create and support a process for alumni award nomination, adjudication and announcements
- Schedule alumni committee meetings including setting the agenda, taking and transcribing minutes

Qualifications & Experience:

- Prior experience in a combination of alumni relations and/or volunteer management
- Experience in coordinating online and in-person alumni events, including implementing virtual event technologies would be an asset
- Experience in building and strengthening relationships with alumni, student groups and other individuals of strategic importance
• Experience developing written materials to alumni (i.e. invitation letters, briefing materials, mailing lists, surveys, questionnaires, etc.)
• Prior knowledge in formulating impactful initiatives
• Excellent computer skills
• Knowledge of the Temerty Medicine Connect platform is an asset
• Ability to work effectively in a team environment while managing own projects and programs and showing creativity, initiative, and good judgement
• Exposure to digital community and social media platforms is an asset

The successful candidate is expected to commence their duties effective September 30, 2022. Applicants for this position should submit a letter of application addressed to Dr. Angela Colantonio and a curriculum vitae to rsi.director@utoronto.ca.

The extended deadline date for all applications is SEPTEMBER 12, 2022.