
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
- Implementing programs that allow current students and alumni to engage with one another
- Writing alumni stories for marketing and/or promotional materials
- 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
- Supporting the Institute's Alumni Committee
- Working with the [Temerty Medicine Connect](#) platform to engage alumni.
- Research where alumni are now and gather up to date information regarding our 500+ graduates
- Assisting with promoting alumni engagement opportunities to academic units, graduating students, industry partners and alumni
- Supporting a process for alumni award nomination, adjudication and announcements
- Schedule alumni committee meetings including taking and transcribing minutes

Qualifications & Experience:

- Related experience in a combination of alumni relations, volunteer management and front-line customer service
- Experience coordinating online and in-person alumni events, including implementing virtual event technologies
- Experience building and strengthening relationships with alumni, student groups and other individuals of strategic importance
- Experience developing written materials to alumni (invitation letters, briefing materials, mailing lists)
- Excellent computer skills
- Knowledge of the Temerty Medicine Connect platform, 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, an asset



The position is anticipated to start in mid-August 2022. Applicants for this position should send a letter of application addressed to Dr. Angela Colantonio and a curriculum vitae to rsi.director@utoronto.ca.

Applications will be received until ~~July 29th, 2022~~ **Aug 12, 2022 *extended***