



Grad PACS Guide Coordinator

1 Position Available

Background:

[Graduate Peer and Career Support \(Grad PACS\)](#) is an initiative by the Vice Dean, Graduate Studies to support engineering graduate students in: 1) launching their career planning early in their degree; and 2) identifying on-campus resources to make the most of their U of T experience.

Grad PACS is based on a peer-to-peer model facilitated by Grad PACS Guides. Guides are trained by [CareerCycles](#) and supervised by the Special Programs Coordinator at the [Troost Institute for Leadership Education in Engineering](#). Specifically, Guides help students:

- Develop awareness of transferable skills and knowledge relevant to their career aspirations
- Generate an actionable, career exploration plan
- Identify resources and strategies to achieve their goals, build skills, and find community

In addition to peer-to-peer support, the Grad PACS Guide Coordinator will play an integral role in administrative and logistical support for graduate professional development initiatives in the Faculty.

Qualifications and Requirements:

- Current engineering graduate student
- In good academic standing in their graduate unit
- Must be available to work from September 2019 to August 2020 (2-15 hrs per semester)
- Must be available October 9, 2019 (1 - 5 pm) and October 10, 2019 (10 – 5:30 pm) for training
- Must be available May 4 and 5, 2020 from 9 – 5 pm for the Graduate Engineering Career Fair

Skills:

- Demonstrated facilitation skills
- Ability to communicate with clarity and enthusiasm
- Excellent active listening skills
- Ability to give and receive peer feedback
- Strong organizational skills and ability to take initiative
- Passion to support the personal and professional development of others

Responsibilities:

As a Guide, you will:

Complete training in

- [Who You Are Matters!](#) on October 9, 2019 (1 - 5 pm) by CareerCycles
 - This is an interactive game that helps students clarify their strengths, personal qualities, and desires. Students will generate specific possibilities for their future and receive feedback to take inspired action to answer their important ‘what next?’ questions.



UNIVERSITY OF TORONTO

FACULTY OF APPLIED SCIENCE & ENGINEERING

- [Self-directed Narrative Assessment](#) on October 10, 2019 (10 – 5:30 pm) by CareerCycles
 - This is a simple and engaging online tool that allows students to reflect on and organize their experiences and thoughts. Students will generate an actionable, career exploration plan to investigate 3 possible options.
- Situational analysis – peer-to-peer conversations using the Self-directed Narrative Assessment (3 hrs TBD) by CareerCycles
- Facilitating peer-to-peer conversations (2 hrs TBD)
- Academic, career, and wellness university resources (~8 hr TBD)

Guide

- Conduct small group sessions for other graduate students on Who You Are Matters!
- Conduct one-on-one debriefs with other graduate students of the Self-directed Narrative Assessment

Collaborate

- Attend one meeting a semester with the Grad PACS Guide team to provide updates on your role and continue to improve the initiative
- Effectively work with other Guides to lead sessions
- Communicate with the Special Programs Coordinator in a timely and professional manner

Promote

- Generate ideas to promote the initiative
- Attend Faculty and departmental events to promote the initiative (e.g., orientation, student groups' events)

As a Coordinator, you will:

- Input, analyze, and summarize feedback from workshops and events
- Support the planning of the Graduate Engineering Career Fair (May 4 and 5, 2020)
- Research (e.g., conduct focus groups/surveys with students and staff) and develop a communication strategy to effectively promote graduate professional development initiatives
- Develop and implement ideas to animate the MEng Lounge
- Support the development of initiatives for international graduate students

Hours and Compensation:

- September 2019 – August 2020
- 2-15 hrs per semester (scheduling of hours is flexible)
- \$18 per hr (* you will be paid for training)

To apply, please email Teresa Didiano (t.didiano@utoronto.ca) a cover letter (no more than 1 pg) and resume (1-2 pg) in a single pdf labeled "lastname.firstname" by Friday August 16 at 10 am. Interviews will take place the week of August 19.