



## Graduate Peer and Career Support Grad PACS Guide Coordinator

2 Positions Available  
Job ID 166868

### Overview

[Graduate Peer and Career Support \(Grad PACS\)](#) is an initiative by the Vice Dean, Graduate Studies and the [Troost Institute for Leadership Education in Engineering \(Troost ILead\)](#) to support engineering graduate students in two streams: 1) **career exploration**: launching their career planning early in their degree; and 2) **peer-to-peer mentorship**: 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 Troost ILead, and supervised by the Graduate Professional Development Coordinator at Troost ILead. The role will be done remotely. Specifically, Guides will:

- Facilitate career management tools that help students
  - Develop awareness of transferable skills and knowledge relevant to their career aspirations
  - Generate an actionable, career exploration plan
- Meet with students in group and one-on-one settings to identify resources and strategies to support them in achieving their goals, building skills, and finding 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 (1-15 hrs per month)
- Need access to laptop/desktop computer with camera and microphone
- \* Typically you will have 1-3 hrs per month. Hours in September and October will be higher because of training.

### Skills

- Demonstrated facilitation skills
- Ability to communicate with professionalism, clarity, and enthusiasm
- Excellent active listening skills
- Ability to give and receive peer feedback
- Strong organizational skills
- Passion to support the personal and professional development of others
- Familiarity with Zoom, Blackboard Collaborate, and Microsoft Teams is an asset

### Responsibilities

*As a Guide, you will:*

Complete paid, virtual training in

- [Who You Are Matters!](#) (4 hrs TBD) 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.
- [Self-directed Narrative Assessment](#) (7.5 hr TBD) 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 – Career Exploration

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

#### Guide – Peer-to-Peer Mentorship

- Conduct online, small group and one-on-one meetings with other graduate students to support them to identify resources and strategies to achieve their goals, build skills, and find community

#### 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 Graduate Professional Development Coordinator in a timely and professional manner
- Generate ideas to promote the initiative

#### *As a Coordinator, you will:*

- Input, analyze, and summarize feedback from workshops and events
- Provide behind-the-scenes technology support at workshops and events
- There could be opportunities to:
  - Develop and implement a series of alumni networking events to connect current students to alumni
  - Support the planning of the Graduate Engineering Career Fair

#### Hours and Compensation

- September 2019 – August 2020
- 1-10 hrs per month (scheduling of hours is flexible)
- \$18 per hr

Apply through the U of T Career & Co-Curricular Learning Network: <https://clnx.utoronto.ca/> (Job ID: 166868).

Applications open Monday August 17. Applications close Monday August 24 at 1 pm EST.

Questions? Contact Teresa Didiano, Graduate Professional Development Coordinator, Troost ILead  
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