Conflict Resolution Coordinator
(8 hours per week - 8 month contract, opportunity for renewal)

Faculty/Division: Student Life, St. George, University of Toronto
Department: Graduate Conflict Resolution Centre (Grad CRC)

DESCRIPTION – What the role entails:

As the Conflict Resolution Coordinator you will be responsible for supporting the initiatives of the Graduate Conflict Resolution Centre (Grad CRC) including the work of the 14 member G2G Peer Advisor team, in its mandate to promote early and effective conflict resolution within the graduate community at the University of Toronto (U of T). The work of the Grad CRC is tri-campus, and is a partnership of the Division of Student Life, St. George, the School of Graduate Studies and the UofT Graduate Students’ Union.

Ideal candidates will have excellent verbal and written communication skills, webinar/online learning experience, and conflict management training and experience.

Under the supervision of the Manager, Grad CRC, the Conflict Resolution Coordinator will be required to work on day-to-day as well as longer-term projects including:

- Coordinating workshops, training and events for the G2G team;
- Supervising the G2G’s social media/online presence (@GradCRC_UofT Twitter; GradLife Facebook, GradCRC YouTube videos) and helping the G2G to develop content and campaigns around conflict management in graduate school;
- Revising current workshop and training materials to ensure conflict management best practices and responsiveness to participant and facilitator feedback, as well as modifications for online delivery;
- Updating website (Wordpress);
- Attending G2G team meetings, and other related duties as required.

The position is 8 months, part-time (8 hours per week), with a possibility of renewal. This part-time position will be attractive to someone who is self-motivated and looking for flexible weekly work hours. The successful candidate will be looking to share their conflict resolution knowledge and experiences with a diverse student staff team as they promote best practices across multiple platforms and tri-campus.

QUALIFICATIONS - What we are looking for:

Education: You have completed a university degree, or have an equivalent combination of experience and education. You have alternative dispute resolution/ conflict management/ restorative training and minimum one (1) year of related work/volunteer experience. Preference will be given to advanced level ADR training and experience within the past 5 years.
Experience: Familiarity with Twitter/Facebook/Wordpress and online learning delivery. A diverse background is an asset. Proven ability to multitask & work efficiently and independently.

Travel: The position is based out of St. George campus, however candidates must be willing to travel to UTM and UTSC as required (minimal).

Employee Group: Casual USW

Schedule: Part-time, flexible hours.

Hourly Rate: $32/hr

TO APPLY:

To apply, please email gradcrc@utoronto.ca with the Subject line:

Application - Conflict Resolution Coordinator position

and attach the following saved as one (1) PDF:

1. Cover letter/personal statement (no longer than 2 pages) including your name and contact information.

2. Resume (no longer than 3 pages) highlighting relevant education, professional and life experience and skills, as well as your name, preferred email and phone number.

Successful candidates will be required to provide the names and contact information of 2 individuals who would be willing to be contacted as references.

Job closing: 11:59 pm on Friday, March 22, 2019.

If you have any questions, please e-mail us at gradcrc@utoronto.ca.

The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and other who may contribute the further diversification of ideas.