

TRSM Business Career Hub Python Co-Facilitator

Position Description:

The Business Career Hub (BCH) located at the Ted Rogers School of Management (TRSM) provides customized approaches to supporting TRSM students along their path to meaningful careers. All career development opportunities are tailored to each student's individual needs and program specialization.

The Python Bootcamps are designed to introduce students to the basics of programming languages with Python and how to code and communicate with IT teams. The role of the Python Co-Facilitator will be to assist the facilitator in developing and leading students in classroom-based Python skills bootcamps to allow TRSM students to meet the competency requirements in the job market today. The co-facilitator's role will also include working closely with the Business Career Hub staff to coordinate logistics of each bootcamp.

Responsibilities:

- Help lead facilitator to develop and deliver approved material on the functionality of Python in the workplace for students to utilize
- Support the team in research and development of Python contents
- Create supporting materials such as workbooks and presentations as learning tools
- Work collaboratively with the facilitator to plan and execute the Python bootcamp
- Handle all attendee-related administrative matters prior to, during, and immediately after bootcamp completion
- Other tasks as required

Skills Required:

- Excellent communication skills, both written and verbal
- Ability to prioritize multiple requests and projects while paying close attention to detail and accuracy
- Strong self-discipline and ability to complete tasks independently
- Capable of troubleshooting and resolving issues quickly
- Ability to prioritize, coordinate and complete tasks, sometimes on short notice, to meet deadlines
- Adaptability to changing environments
- Takes initiative and is able to work in a team-oriented, collaborative environment

Technical Knowledge Required:

- Familiar with the Eventbrite platform and its functions
- 3-6 months of Python experience (professional or other experience)
- Present one project / program they implemented in Python
- Understand basic Object Oriented Design principles
- Experience with Pandas library and/or Scikit learn library is a plus