

TRSM Business Career Hub R 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 R Bootcamps are designed to introduce students to the basics of a programming language specifically tailored to data analysis and statistical modelling. The role of the R Co-Facilitator will be to assist the facilitator in developing and leading students in classroom-based bootcamps to 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 the facilitator to develop and deliver approved material on the functionality of the R Language in the workplace for students to utilize
- Support the team in research and development of R bootcamp content
- Create supporting materials such as workbooks and presentations as learning tools
- Work closely with the Business Career Hub to finalize logistics of each 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
- Adapt to changing environments
- Takes initiative and is able to work in a team-oriented, collaborative environment

Technical Knowledge Required:

- Ability to understand R programming language
- Ability to use and develop charts
- Understand statistics and data analysis