

Executive Responsibility Outline:

English and Chinese Translation Program Affairs Manager [ECT Program Affairs Manager]

Overview of ECT Program Affairs Manager

The ECT Program Affairs Manager acts as the liaison between the Executives and the students in the English and Chinese Translation Program. As TSCPA is the official partner for the English and Chinese Translation Program at UTSC, some of our events must accommodate those in the ECT program. The executive will ensure the voice got heard from the program and linking the students in the program with TSCPA. This executive reports to the Academic Affairs Director at the Internal Department.

Responsibility

- Connect ECT program students with TSCPA
 - Promote TSCPA events in the ECT class sessions
 - Participate in TSCPA booth hours to represent students from ECT
- Regulatory
 - Attend TSCPA Executive Meetings
 - Assist the TSCPA Executive team to complete relevant tasks
 - Attend the Public Speaking Contest
 - Attend the Chinese New Year Celebration at UTSC
- Academic Advocacy
 - Collect feedbacks and bridge the faculty and the students in the program
 - Address concerns from the students, and work closely with the TSCPA and the department to help improve the overall quality of student experiences in the program
- There may be other duties required for this position in order to support TSCPA's operation.

Qualification

- Registered Student in UTSC English Chinese Translation Program & TSCPA Member
- Strong language fluency in English and Chinese
- Communicative and creative