

**CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY**  
**CANDIDATE PROFILE –SUMMER 2024**  
**Orientation Leader**

**SUMMER CONTRACT PERIOD:** May 6, 2024, to September 7, 2024\*. Successful applicants must be available for Summer Student Leader Training (May 6, 2024 to May 10, 2024 ,exact dates to be confirmed). And UTM Orientation (August 30, 2024 – September 7, 2024, exact dates to be confirmed).

**SUMMER RENUMERATION:** Salary \$16.55 per hour. The hours of work expected of a summer position is Monday to Friday, 10:00am-4:30pm, with a minimum of one evening shift per week for a total of 30 hours per week during the contract period.

**REPORT TO:** Orientation Leader reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Events Coordinator. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

\*Please be aware these are all anticipated contract dates. Exact dates will be confirmed with the contract offer

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**POSITION SUMMARY:**

The Orientation Leader will work with two other leads to help design, plan and implement the New Student Orientation for the summer and fall of 2024. Each member of the team will be responsible for achieving different goals and developing activities to contribute to new-to-UTM students' transitional programming. The team prepares for all aspects of Orientation including space booking, event planning, stakeholder engagement, training and scheduling volunteers. The position is a collaborative venture in which staff are able to experience a wide range of learning opportunities, and can see their vision come to life. This position collaborates with a wide range of campus partners, external and internal stakeholder, students, faculty and staff at UTM.

- Recent graduates are eligible and encouraged to apply for these positions.
- Must have a minimum CGPA of 2.0.
- Selection for this position includes an application and interview process.

The University of Toronto and the Centre for Student Engagement are strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

**REQUIRED SKILLS:**

- Previous experience within transition/ orientation programs and/or as a team leader considered an asset



- Organizational skills and high attention to detail
- Strong oral and written communication
- Knowledge of the campus and its resources
- Sound judgement and problem-solving abilities, including high-pressured situations
- Cross-cultural awareness
- Excellent time management and ability to prioritize multiple tasks
- Experience working independently and as part of a team
- Familiarity with social media and virtual communication methods
- Familiarity with virtual platforms considered an asset

#### **RESPONSIBILITIES:**

- Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week
- A. EVENT PLANNING & ACTIVITY DEVELOPMENT
- Review assessment data and established learning outcomes to revise, change and improve the orientation schedule and activities for incoming students
  - Research and provide suggestions for engaging events that achieve key objectives
  - Develop event outlines and timelines to complete tasks that prepare for the proposed events, and include back-up and rain plans where appropriate
  - Prepare for your assigned events by creating materials, ordering supplies, and booking all necessary space
- B. CAMPUS PARTNER OUTREACH
- Assist in raising awareness of the various opportunities to participate in orientation
  - Lead meetings with campus partners to build a shared understanding of their role & impact
  - Respond to inquiries in a timely manner and follow-up with involved parties to ensure everyone is clear on their role
- C. VOLUNTEER TRAINING & MANAGEMENT
- Facilitate training for all orientation volunteers on their event roles and expectations (including CSE volunteering rules and procedures)
  - Create a schedule for volunteers ensuring that all events are covered and roles are filled
- D. STUDENT OUTREACH AND COMMUNICATION
- Monitor the Orientation E-mail account and respond to e-mails appropriately
  - Update the website and other outreach tools to reflect the most up to date information
  - Work with CSE team members to update marketing and outreach materials for social media
  - Create digital and physical signs and instructions to help people navigate orientation



A. PROMOTION & EVENT COMMITMENTS

- Support Orientation, pre-arrival activities and workshops as required

B. COMMUNICATION

- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times; and
- Monitor U of T email account daily for work-related emails.

C. TEAM DEVELOPMENT

- Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
- Participate in team socials and team building.

D. ADDITIONAL DUTIES

- Additional duties as assigned by the Student Engagement Events Coordinator