

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2024/2025
Team Lead, Alternative Reading Week & Civic Engagement

SUMMER CONTRACT PERIOD: May 6, 2024, to August 23, 2024*. **Successful applicants must be available for Summer Student Leader Training (May 6, 2024, to May 10, 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.

F/W CONTRACT PERIOD: August 26, 2024, to April 4, 2025*. **Successful applicants must be available for Student Leader Training (August 26, 2024 – August 30, 2024) and UTM Orientation (August 30, 2024 – September 7, 2024, exact dates to be confirmed).**

F/W RENUMERATION: Salary \$17.55 per hour. The hours expected of a Team Leader is approximately 10-12 hours per week up to a maximum of 230 hours during the academic school year.

REPORT TO: Team Lead, Alternative Reading Week & Civic Engagement reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engaged Learning & Partnerships 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

POSITION SUMMARY:

Team Lead, Alternative Reading Week & Civic Engagement is responsible for overseeing the leadership of Alternative Reading Week and Civic Engagement programming. This includes the development of training sessions, team meetings and one-on-one meetings, and keeping track of the day-to-day work of these two teams leading ARW and Civic programs. The candidate is also responsible for some administrative and development support of both Alternative Reading Week and Civic Engagement Programming.

Team Lead, Alternative Reading Week & Civic Engagement must be enrolled in 40% of a full course load for the entire fall/winter period of study.

Must maintain 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:

- Knowledge of community engagement and/or service learning theory
- Preference is given to those who have previously worked at CSE
- Project Management
- Emotional intelligence, critical thinking and leadership skills
- Strong organization skills
- Critical Thinking and Cross-cultural awareness

SUMMER RESPONSIBILITIES:

A. PROJECT MANAGEMENT & CURRICULUM SUPPORT

- Assist with curriculum refinement for Alternative Reading Week & Civic Engagement programs by reviewing feedback, researching Community Engaged Learning theories and best practices and creating curriculum changes;
- Develop content for Alternative Reading Week & Civic Engagement programs and update resources;
- Managing multiple priorities, and check points for both Alternative Reading Week and Civic Engagement programming
- Submit weekly reports summarizing the occurrences, events, and interactions of each week.

B. TRAINING DEVELOPMENT AND SUPPORT

- Work with supervisor to develop student staff training sessions
- Outline of on-boarding weeks for work study students
- Development of mid-year training themes for team meetings

C. SPECIAL PROJECTS

- 2-3 special projects as assigned

D. PROMOTION & EVENT COMMITMENTS

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

E. 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.

F. 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.

G. ADDITIONAL DUTIES

- Additional duties as assigned by the Community Engaged Learning & Partnerships Coordinator.

FALL/WINTER RESPONSIBILITIES:

H. TEAM LEADERSHIP

- Bi-weekly 1:1 meetings with Alternative Reading Week & Civic Engagement Assistants
- Leading weekly team meetings for both teams;
- Support registration and training of participants in Alternative Reading Week & Civic Engagement programs;
- Tracking of volunteer management and hours
- Developing and updating volunteer support (reflections, handbooks etc.)

I. PROJECT MANAGEMENT

- Managing multiple priorities, and check points for both Alternative Reading Week and Civic Engagement programs and providing coordination support for multiple projects;
- Oversee Alternative Reading Week and Civic Engagement programs including coordinating marketing activities and materials, program material support and creation and attendance tracking;
- Organize the assessment through survey data;
- Oversee the planning of large-scale events for both programs; such as, Policy Fair and ARW Impact Fair.

J. COMMUNICATION & ADMINISTRATION

- Communicate with your group of students and disseminate information relevant to them regarding university programs and events in a timely manner;
- Submit weekly reports summarizing the occurrences, events, and interactions of each week;
- 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.

K. 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.



L. PROMOTION & EVENT COMMITMENTS

- Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;
- Assist with CSE events including, but not limited to: Exam Jam, Fall Campus Day, March Break Open House; specific dates TBD.
- Assist with student hiring initiatives for the Centre for Student Engagement for 2024/2025.

M. ADDITIONAL DUTIES

- Additional duties as assigned by the Community Engaged Learning and Partnerships Coordinator.