

**CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY**  
**CANDIDATE PROFILE –SUMMER & FALL/WINTER 2024/2025**  
**Team Lead, Co-Curricular Record**

**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, Co-Curricular Record reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Nida Uz-Zaman. 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 Team Lead, Co-Curricular Record oversees the growth of UTM's Co-Curricular Record (CCR). They are responsible for supporting the visibility of the UTM's CCR through the development of promotional and marketing plans, an assessment strategy, and training materials for student organizations and student events. They meet with campus partners to support the creation of new CCR submissions and ensure that newly added CCR opportunities offer skill development and reflection to UTM students. Further, the Team Lead, Co-Curricular Record trains and leads a team of CCR Assistants throughout the Fall/Winter whose role is to support student groups in receiving CCR recognition.

Team Lead, Co-Curricular Record 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:**

- Strongly Recommended: prior experience with being involved in a Club/Group/Society at the University
- Preference given to those with prior experience as an administrator of the CCR database
- Leadership
- Decision-making and strategic planning
- Excellent time management
- Strong oral and written communication
- Organizational skills, record management and attention to detail
- Excellent presentations skills
- Values teamwork, working effectively with others as well as independently
- Cross-cultural awareness
- Technological aptitude

**SUMMER RESPONSIBILITIES:**

**A. CCR SUPPORT, ANALYSIS & ADMINISTRATION**

- Review all approved student groups from previous academic year as well as student group assessment feedback and determine how to increase student group involvement on the CCR;
- Develop and update materials and resources for student groups regarding the CCR;
- Manage the creation of new CCR opportunities through meeting with campus partners/student group executive members and by reviewing, editing and approving their applications;
- Update the CSE website regarding the CCR recognition process.

**B. CCR OUTREACH**

- Create a promotion plan that targets engagement with the CCR by faculty and staff, students, and student groups;
- Prepare and coordinate engaging interactive activities for Orientation, Exam Jam, and other large-scale events that educate students on the value of the CCR;
- Connect with other institutions who have co-curricular records to determine best practices and further outreach opportunities.

**C. TRAINING DEVELOPMENT & DELIVERY**

- Create and update materials for training sessions of CCR Assistants;
- Support planning and scheduling of training;
- Prepare curriculum documents and presentations for training.

**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 a Student Engagement Coordinator.

**FALL/WINTER RESPONSIBILITIES:**

H. CCR MARKETING & GROWTH

- Educate and build relationships with student groups during clubs week with the support of the CCR Team;
- Lead the CCR Team in creating and delivering reflection activities for EagleOrientation, the Get Experience Fair, Graduate and Professionals School Fair, wellness fairs, Exam Jam and other events as requested by the UTM community;
- Develop ideas for how we can reach the U of T goal of 26% of students having a CCR notation by 2026.

I. CCR & LEADERSHIP DEVELOPMENT

- Liaise with the appropriate partners regarding the renewal of UTM student groups;
- Plan and schedule CCR trainings for student groups and assign the CCR Team to lead the workshops;
- Oversee the CCR Team's support of student groups with their CCR applications;
- Lead the CCR Team in developing a resource bank of activities for reflection sessions.

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 a Student Engagement Coordinator.