

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2024/2025

Team Lead, Engagement Events

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, Engagement Events 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

POSITION SUMMARY:

Team Lead, Engagement Events supports student engagement, academic initiative, and outreach-focused events during the academic year. This support includes the development, planning, preparation of events and the staffing of activities to enhance the student experience. With a team of assistants, this position will run weekly meetings to create community and a productive workspace, distribute tasks and support the team as they navigate their portfolios. Events may be small-to-large scale and partner with other students, departments, staff and faculty at UTM.

- Team Lead, Engagement Events 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:

- Minimum 1-year experience coordinating events, activities and/or programs at UTM
- Excellent communication skills, both verbal and written
- Must be able to organize and manage a diverse list of events and tasks
- Strong interpersonal skills; works effectively with others
- Familiarity with the UTM campus and its resources
- Adaptability; remains calm under pressure
- Creativity skills; to generate new ideas and solve problems in different ways
- Leadership skills; to support team members' work and development
- Knowledge of promoting events and social media an asset

SUMMER RESPONSIBILITIES:

A. EVENT PLANNING & ACTIVITY DEVELOPMENT

- Work closely with the Student Engagement Event Coordinator to establish event portfolio aligned with department goals and student learning outcomes
- Review relevant assessment data and research to inform event programming and provide suggestions for engaging activities
- Develop event outlines and timelines to complete tasks that timely prepare for events, including back-up and rain plans where appropriate
- Prepare for and staff assigned events by creating materials, ordering supplies and booking all necessary space

B. CAMPUS PARTNER OUTREACH

- Connect with campus partners to invite to or collaborate for events, as appropriate
- Assist in raising awareness of opportunities to promote engagement events
- Response to inquiries in a timely manner, and follow-up with involved parties to ensure event purpose, plan, and designated roles are clear
- Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week

C. PROMOTION & EVENT COMMITMENTS

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

D. 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.

E. 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.

F. ADDITIONAL DUTIES

- Additional duties as assigned by a Student Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:

G. TEAM SUPPORT & DEVELOPMENT

- Lead a team of Events Assistants through team meetings and one on ones
- Provide feedback and support for your team throughout the year to support their development and portfolios
- Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week

H. PROJECT MANAGEMENT

- Oversee the coordination of marketing activities and materials, event session material support and creation, and attendance tracking;
- Review relevant assessment data and research to inform event programming and provide suggestions for engaging activities

I. 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.

J. 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.

K. 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.

L. ADDITIONAL DUTIES

- Additional duties as assigned by the Student Engagement Events Coordinator