

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2024/2025
Team Lead, Inclusion

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, Inclusion] reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the [Community Engagement Coordinator of Access and Inclusion programs]. 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:

The Team Lead of Inclusion programs works collaboratively with a team of new and or/returner student staff to support the Access and Inclusion initiatives of the Centre for Student Engagement, Access and Inclusion portfolio. This portfolio works with internal and external campus partners to address systemic barriers to education through programming for prospective, incoming, and current students who come from communities who are historically and currently underserved. The Team Lead supports the development and implementation of existing and new programs. As a Team Lead you will liaise with community stakeholders, students, staff and faculty, you will be responsible for managing projects and timelines of events and programs, you will support a team to develop program materials and lead them to meet program deliverables, and you will support the overall growth, development

and reporting of the portfolio initiatives, along with other administrative tasks as they arise. Programs that will be supported under this portfolio is the SEE @ UTM, Bridging Pathways Mentorship Program, Inclusion Initiatives, Access Days, Excellence Orientations and other programs as they arise and are developed.

Team Lead, Inclusion 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
- Strong organization and planning skills with excellent perception to small details
- Emotional intelligence and leadership skills
- Project Management & Time Management skills
- Strong oral and written communication
- Cross-cultural awareness
- Ability to demonstrate an understanding of Equity, Diversity and Inclusion in practice
- Values teamwork, demonstrates the ability to work effectively with others as well as independently / self-directed
- Leads with creativity and innovation
- Must demonstrate ability to problem solve, and think critically
- Event Planning and Management

SUMMER RESPONSIBILITIES:

A. CURRICULUM/ PORTFOLIO SUPPORT

- Assist with program design and program development
- Create program Timelines and project management tools
- Support with the strategic planning and vision
- Update website & program offerings
- Report writing

B. TRAINING DEVELOPMENT & DELIVERY

- Work with internal departmental teams to co-design visual representations of Standardized portfolio specific trainings and expectations
- Facilitate trainings to on boarded new/returner staff



C. PROGRAM SUPPORT

- Support communications with external and internal community partner
- Support the team to deliver programming objectives
- Administrative task (Room booking, Marketing timelines, program offering timelines, catering request, swag orders)

D. EVENT PLANNING AND MANAGEMENT

- Ideate, plan and execute events
- Responsible for planning and managing event Logistics, oversee Pre and Post event deliverables and reporting
- Support marketing and outreach for events

E. PROMOTION & EVENT COMMITMENTS

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

F. 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.

G. 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.

H. ADDITIONAL DUTIES

- Additional duties as assigned by a Student Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:

A. PROJECT MANAGEMENT

- Support the management of a team to meet program deliverables
- Assist with the delivery of internal and external community engagement events programs and services
- Assist with the ongoing administration of programming

J. PROGRAM SUPPORT

- Support with the recruitment and management of student volunteers for access & inclusion programs;
- Ensure learning outcomes are met and materials and logistics are appropriately coordinated



- Support communications with external and internal partners, students, staff and faculty
- Support the team to deliver programming objectives
- Administrative task (Room booking, Marketing timelines, program offering timelines, catering request, swag orders, attendance tracking)

K. CURRICULUM/ PORTFOLIO SUPPORT

- Assist with program design and program development
- Create program Timelines and project management tools
- Support with the strategic planning and vision
- Update website & CCR program offerings
- Report writing

A. Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week

B. 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.

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. 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.

E. ADDITIONAL DUTIES

- Additional duties as assigned by a **Community Engagement Coordinator of Access and Inclusion programs.**