

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

**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, LAUNCH reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator, Transition 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

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**POSITION SUMMARY:**

Team Lead, LAUNCH supports the LAUNCH Program alongside a small team of Team Leads, LAUNCH. This role leads a group of LAUNCH Leaders by facilitating training, facilitating weekly team meetings, planning and executing socials. In addition, this role supports the responsibilities of the LAUNCH Leaders which includes preparing for weekly sessions, fielding questions from students, responding to student issues, etc. In the summer semester, the Team Lead, LAUNCH assists the Student Engagement Coordinator, Transition Programs prepare for the LAUNCH program in the upcoming semester.

Team Lead, LAUNCH must be enrolled in 40% of a full course load for the entire fall/winter period of study.

Must 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:**

- Student of UTM in good academic standing
- Successful completion of EDS377 required
- Leadership and team development
- Excellent time management and project management skills with attention to detail
- Strong oral and written communication
- Knowledge of LAUNCH Program and Curriculum
- Strong facilitation skills
- Cross-cultural awareness
- Values team work, working effectively with others as well as independently

**SUMMER RESPONSIBILITIES:**

**A. ADMINISTRATIVE**

- Organize and assign LAUNCH Leaders to their session and stream team.
- Organize SharePoint using appropriate file management strategies.
- Record LAUNCH enrolment on a weekly basis.
- Create list of supplies needed to facilitate LAUNCH sessions.

**B. TRAINING & CURRICULUM DEVELOPMENT**

- Assist in the development of training for LAUNCH Leaders including developing presentations, training materials (e.g., LL Manual), and training schedule.
- Revise LAUNCH Leader materials including PowerPoint presentations and facilitation guides.

**C. TEAM & PROGRAM SUPPORT**

- Respond to questions and inquiries from LAUNCH Leaders.
- Maintain communication with LAUNCH Leaders to provide information on training, program logistics, and structure.
- Develop a team development strategy to engage with LAUNCH Leaders in the summer.
- Support communications with campus partners and faculty in program collaboration opportunities.



**D. PROMOTION & EVENT COMMITMENTS**

- Support promotion of the LAUNCH program through marketing and communications initiatives such as the EagleConnect program, Quercus, social media, etc.
- Support Orientation, pre-arrival activities and workshops as required
- Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week

**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:**

**A. TEAM SUPPORT & DEVELOPMENT**

- Lead a stream team of LAUNCH leaders through facilitation of weekly meetings, one on ones, and trainings.
- Facilitate discussions around the weekly LAUNCH sessions to help LAUNCH Leaders grow and learn from one another.
- Provide feedback and support for stream team throughout the year.
- Develop community within the stream team and among other Team Leads, LAUNCH
- Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
- Participate in team socials and team building.

**B. TRAINING & CURRICULUM DEVELOPMENT**

- Create and facilitate training sessions to support the LAUNCH leaders' learning and development.
- Facilitate understanding of LAUNCH session curriculum to the LAUNCH leaders throughout the duration of the program.
- Support the SEC, TP in revision of the curriculum, based on assessment data and best practices in curriculum development.

**C. PROGRAM SUPPORT**



- Support planning and execution of additional LAUNCH programming such as ReLAUNCH, LAUNCH Socials, and Year End Celebration.
- Support additional planning and revisions to the program for program enhancement
- Provide additional support by attending socials, events, and other LAUNCH related programming.

**D. 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.

**E. PROMOTION & EVENT COMMITMENTS**

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

**F. ADDITIONAL DUTIES**

- Additional duties as assigned by the Student Engagement Coordinator, Transition Programs.