

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

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: The Team Lead, Leadership reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator, Leadership, Mentorship, and the Co-Curricular Record. 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, Leadership supports the project management of leadership programming which includes workshops, one-day leadership events and long-term leadership opportunities with current undergraduate students. The Team Lead, Leadership is responsible for reviewing and preparing programming for the 2023-2024 year which includes redeveloping the program curriculum as well as supporting the creation of further leadership opportunities. Also, during the Fall/Winter term, the Team Lead, Leadership trains and leads a team of student staff in delivering leadership programming.

The Team Lead, Leadership must be returning to studies at UTM and must be enrolled in 40% of a full course load for the entire fall/winter period of study. Must have 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:

- Preference is given to those who have previously worked at CSE
- Experience with leadership programming
- Curriculum and/or workshop development experience
- Strategic thinking
- Social intelligence
- Organization and records management
- Strong facilitation skills
- Strong oral and written communication
- Project management
- Time management
- Cross-cultural awareness
- Values teamwork, working effectively with others as well as independently

SUMMER RESPONSIBILITIES:

A. CURRICULUM SUPPORT

- Assist with curriculum development for leadership programs by reviewing feedback, researching leadership theories and best practices and creating curriculum changes;
- Develop content for leadership training and update resources.

B. TRAINING DEVELOPMENT & DELIVERY

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

C. PROGRAM SUPPORT

- Support with the recruitment and delivery of summer leadership programs;
- Update the CSE website and CCR with information pertaining to leadership programs;
- Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
- Support with the scheduling of leadership programs; and
- Create a promotion plan for leadership programs.



D. PROMOTION & EVENT COMMITMENTS

- 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:

H. TRAINING AND CURRICULUM DEVELOPMENT

- Support the development and assessment of leadership programming;
- Coordinate the curriculum review of leadership programming; and
- Create resources to support the facilitation of leadership programming.

I. PROJECT MANAGEMENT

- Liaise with the appropriate partners regarding the renewal of UTM student groups;
- Oversee the leadership programs including coordinating marketing activities and materials, session material support and creation and attendance tracking;
- Organize the assessment through survey data; and
- Oversee the planning of end-of-year celebrations for leadership programs.

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

M. ADDITIONAL DUTIES

- Additional duties as assigned by the Student Engagement Coordinator, Leadership, Mentorship, & Co-Curricular Record.