

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

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, Mentorship reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Peer Mentorship Programmer. 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, Mentorship supports the project management of mentorship programming which includes workshops, social events and one-on-one mentorship opportunities with current undergraduate students. The Team Lead, Mentorship is responsible for reviewing and preparing programming for the 2024-2025 year which includes re-developing program curriculum as well as supporting the creation of further mentorship opportunities. Also, during the Fall/Winter term, the Team Lead, Mentorship trains and leads a team of student staff in delivering mentorship programming.

Team Lead, Mentorship 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:

- Experience with mentorship programming
- Strong facilitation skills
- Curriculum and/or workshop development experience
- Project management
- Excellent time management
- Strong oral and written communication
- Organizational skills and attention to detail
- Cross-cultural awareness
- Values teamwork, working effectively with others as well as independently

SUMMER RESPONSIBILITIES:

A. PROMOTION & EVENT COMMITMENTS

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

B. 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.

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. ADDITIONAL DUTIES

- Additional duties as assigned by a Student Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:

E. CURRICULUM SUPPORT

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

F. TRAINING DEVELOPMENT & DELIVERY



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

G. PROGRAM SUPPORT

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

H. 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.

I. 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.

J. 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.

K. ADDITIONAL DUTIES

- Additional duties as assigned by the Peer Mentorship Programmer