

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2024/2025
Team Lead, Parents, Families, & Supporters (PFS) & 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, PFS & 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

POSITION SUMMARY:

Team Lead, PFS & LAUNCH supports the Parents, Families, & Supporters program in the spring/summer semester as well as the LAUNCH Program in the fall and winter semesters. During the summer, this role supports the planning and implementation of initiatives designed to support and engage parents, family members, and supporters of new-to-UTM students. The main initiative this role is the Parents, Families, & Supporters Orientation—a large-scale event held just prior to the start of classes in the Fall semester. Additionally, this role will support the planning and launch of the Parents, Families, & Supporters newsletter, as part of the PFS program. Leading into the Fall semester and continuing until the end of the winter semester, this role will work alongside a small team of Team Leads, LAUNCH to support the LAUNCH program. This role leads a group of LAUNCH Leaders by facilitating training, facilitating weekly team meetings, and 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.

Team Lead, PFS & 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
- Ability to work with various stakeholders including a diverse group of staff, students, faculty, and parents, families, and supporters
- 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. EVENT PLANNING & CONTENT DEVELOPMENT

- Review assessment data and support revisions to the PFSO curriculum
- Support outreach to campus partners including staff, students, and faculty
- Support in the development of marketing and communications to event participants
- Support event logistics including event signage, bookings (AV, facilities, rooms, etc.), and catering needs, if applicable
- Organize, schedule, and coordinate student staff event support including developing and delivering event-specific training
- Create event materials such as a PowerPoint presentation and any supplementary materials to support learning
- 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. PROMOTION & EVENT COMMITMENTS

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

C. 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.

D. 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.

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

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; and
- 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.