

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

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, Student Groups & Interfaith reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator – Student Groups & Interfaith. 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 Leader, Student Groups and Interfaith, will develop materials and content to support over 150 student groups and societies. This includes starting a new student organization, training, developing and delivering OrgLife Lead skill-development sessions, and recognition for impact on the UTM community.

The Team Lead will also assist with Interfaith programming, which aims to teach students about the many faith and spirit-based supports on campus, along with opportunities to engage with students from diverse beliefs. The Team Lead will work with students to develop programming and outreach opportunities to teach the UTM community about campus faith groups and faith-related traditions.



Team Lead, Student Groups & Interfaith 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:

- Minimum 1-year experience coordinating events and/or programs at UTM
- Experience as a member of a UTM recognized student group or society
- Understanding of different faith and spirit based traditions, along with a commitment to working with a diverse group of staff, students, and partners
- Strong cross-cultural awareness
- Excellent communication skills-written skills, including moderate design skills
- Experience in developing and facilitating workshops and groups
- Excellent interpersonal communication skills
- Excellent ability to manage and organize a diverse list of projects and tasks

SUMMER RESPONSIBILITIES:

A. MARKETING & OUTREACH

- a. Develop an academic year long plan to showcase faith related holidays & traditions;
- b. Develop a year-long plan to recognize student groups throughout the year as the lead for the SOP Student Group of the Month;
- c. Develop outreach plans for OrgLife Lead leadership sessions and interfaith workshops run in the Fall and Winter semester.

B. PROGRAM DEVELOPMENT

- a. Support the Student Engagement Coordinator – Student Groups & Interfaith when developing resources and content for SOP recognized student groups;
- b. Support the Student Engagement Coordinator – Student Groups & Interfaith in the development of interfaith workshops and events run in the Fall and Winter semester.

C. 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



D. 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.

E. 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.

F. ADDITIONAL DUTIES

- Additional duties as assigned by a Student Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:

G. MARKETING

- a. Implement the academic year long plan to showcase faith related holidays & traditions;
- b. Implement the year-long plan to recognize student groups throughout the year as the lead for the SOP Student Group of the Month;
- c. Develop outreach plans for OrgLife Lead leadership sessions and interfaith workshops run in the Fall and Winter semester;
- d. Develop outreach and tabling initiatives to promote programs and resources available to student groups.

H. PROGRAM DEVELOPMENT

- a. Supporting the Student Engagement Coordinator – Student Groups & Interfaith in delivering resources and content for SOP recognized student groups;
- b. Support the creation of interfaith and faith-based programming and events;
- c. Support and guide the team through the delivery of the OrgLife Lead leadership sessions, and interfaith and faith-based programming.

I. 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.

J. 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.

K. 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

L. ADDITIONAL DUTIES

- Additional duties as assigned by the Student Engagement Coordinator – Student Groups & Interfaith.