

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

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, Transition Coaching reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator, Transition Coaching. 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, Transition Coaching will be responsible for the planning and implementation of the Transition Coaching Program. They will lead a team of Transition Coaching Assistants that deliver regular appointments to transition vulnerable, first year students. In addition, they will conduct their own appointments, support further program planning, facilitate the development of curriculum, and track critical program information.

The Team Lead, Transition Coaching 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:

- Student of UTM in good academic standing;
- Preference is given to those who have previously worked at CSE
- Experience with mentorship and/or coaching programming
- Project management
- Excellent time management
- Strong oral and written communication
- Organizational skills and attention to detail
- Knowledge of leadership theories
- Curriculum and/or workshop development experience
- Cross-cultural awareness
- Values teamwork, working effectively with others as well as independently

SUMMER RESPONSIBILITIES:

Program Support

- A. Assist in the development of the Transition Coaching Program by reviewing feedback, researching coaching theories and best practices and identifying future directions;
 - B. Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week
- C. PROMOTION & EVENT COMMITMENTS
- Support Orientation, pre-arrival activities and workshops as required
- 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. Project Management

- a. Oversee the Transition Coaching Program including both the delivery and follow-up of peer-to-peer coaching appointments, as well as the administrative duties surrounding appointment tracking;
- b. Oversee the development and delivery of curriculum based offerings within the program;
- c. Organize the assessment of the Transition Coaching Program;
- d. Coordinate the development of further Transition Coaching Program offerings throughout the academic year;

H. Coaching Appointments

- a. Conduct one-on-one coaching appointments with identified first year students, as well as regular check-ins throughout the year;
- b. Direct students to campus resources where appropriate;
- c. Support the development of student goal setting using various program tools and curriculum;

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

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.

M. ADDITIONAL DUTIES

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