

**CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY**  
CANDIDATE PROFILE –SUMMER 2024  
**Orientation Leader**

**SUMMER CONTRACT PERIOD:** May 5, 2025, to September 5, 2025\*

Successful applicants must be available for:

- Summer Student Leader Training (May 5, 2025, to May 9, 2025\*)
- UTM Orientation (August 29, 2025 – September 5, 2025\*)

**SUMMER RENUMERATION:** Salary \$19.00 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;
- Total of 30 hours per week during the contract period

**REPORT TO:** Orientation Leader reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Events Coordinator. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

\*Please be aware these are all anticipated dates. Exact dates will be confirmed with the contract offer

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**POSITION SUMMARY:**

The Orientation Leader will collaborate with two other leaders to design, plan, and implement the New Student Orientation program for summer and fall 2025. Each team member will be responsible for setting and achieving specific goals, creating activities, and contributing to the overall success of UTM's new student transition programming. This position collaborates with various campus partners, external and internal stakeholders, students, faculty and staff at UTM.

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 color, 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:**

- Ability to work with various stakeholders including a diverse group of staff, students, faculty
- Oral and written communication
- Experience working with diverse communities

**RESPONSIBILITIES:**

- Maintain a minimum CGPA of 2.0 while employed with the CSE



- Ensure clear and timely communication with students, team and supervisor
- Attend weekly team meetings, 1:1 with supervisors and participate in team building activities
- Attend and support Student leadership Training\*
- Attend in-service training and development sessions throughout year
- Support large-scale CSE events including but not limited to; UTM Orientation
  - During UTM Orientation, you will be scheduled for shifts between 8:00am to 8:00pm\*
- Complete all tasks as assigned by your supervisor; outlined in the job description
- Additional Duties as assigned by your supervisor

### **Core Competencies:**

#### **1. Facilitating/Presenting**

Effectively coordinates processes and procedures for a group or organization; supports inclusive decision making; guides learning and dialogue to support participants in deeper thinking; presents ideas clearly, effectively, and accessibly

#### **2. Professionalism**

Commitment to, demonstration of and accountability for the appropriate behavior, character, attitudes, skills, conduct and integrity corresponding to a given circumstance or environment

#### **3. Project Management**

Develops and implements strategies and programs in alignment with organizational goals and values; develops appropriate outcomes and conducts assessments; develops and implements strategies for managing finances, human resources, scope, schedule, quality and outcomes; demonstrates best practices for project management and event planning

#### **4. Critical Thinking**

Identifies opportunities, problems, questions, and issues; analyzes, interprets, and evaluates the relevance and quality of information; assesses assumptions and considers alternative perspectives and solutions

#### **5. Collaboration**

Works cooperatively with others, including people different from self and/or with different points of view; seeks and values the involvement of others; listens to and considers others' points of view; works towards a shared goal