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

SUMMER CONTRACT PERIOD: May 5, 2025, to August 25, 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

F/W CONTRACT PERIOD: August 25, 2025, to April 3, 2026*
Successful applicants must be available for:
- Student Leader Training (August 25, 2025 – August 28, 2025*)
- UTM Orientation (August 29, 2025 – September 5, 2025*).

F/W REMUNERATION: Salary $19.00 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, CCR reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Supervisor, Leadership Education**.** 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

POSITION SUMMARY:

The Team Lead, Co-Curricular Record oversees the growth and sustainability of UTM's Co-Curricular Record (CCR). They are responsible for supporting the visibility of UTM's CCR through the development of promotional and marketing plans that educate current students on the purpose and value of CCR to the student experience. They meet with student groups, staff and faculty to support the creation of new CCR submissions and ensure that newly added CCR opportunities offer skill development and reflection to UTM students. They are responsible for developing materials, processes and training that support current opportunities and users of the CCR. Further, the Team Lead, Co-Curricular Record trains and leads a team of CCR Assistants throughout the Fall/Winter whose role is to support student groups in receiving CCR recognition.

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 working with the Co-Curricular Record
- Experience with being involved in a Student Club/Group/Society
- Oral and written communication

RESPONSIBILITIES:

- Maintain a minimum CGPA of 2.0 while employed with the CSE
- Be enrolled in 40% of a full course load for the entire Fall/Winter
- 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, Exam Jam & Student Leader Hiring Initiatives
    o 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. **Goal-Setting and Prioritization**

Sets individual goals; articulates rationale for personal and educational goals and objectives; articulates and makes plans to achieve short-term and long-term goals and objectives; understands principles of time management