

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

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, Communications reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Digital Engagement Administrator. 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, Communications is responsible for the planning and production of communication and marketing materials for the department's various initiatives. The Team Lead oversees the CSE spotlight newsletter as well as the Centre's various social media channels, playing a large role in ensuring the department and University brand and voice are accurately represented. Finally, the Team Lead works closely with the Digital Engagement Administrator in managing a team of assistants that create and design promotional material for the various initiatives throughout the fall/winter semester; the Team Lead plays a large role in the leadership of the team through the facilitation of training and project management.

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 with videography and photography
- Oral and written communication
- Experience with graphic design

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
 - 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. Communications & Media



Develops and implements strategies to inform the wider community of programs, events and messaging; demonstrates ability to convey persuasive messages to outreach to different audiences; utilizes multiple forms of media, including social media, to share and exchange information

5. 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