

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

**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, Community Innovation reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engaged Learning & Partnership 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 Team Lead, Community Innovation is responsible for leading the implementation of CSE's short-term community innovation & civic engagement programming. This includes programs like Alternative Reading Week, Ember, Community Impact Days and more. These programs give students opportunities to learn more about themselves and how they can contribute to positive social change. The Team Lead, Community Innovation is responsible for: reviewing and updating all program resources, planning and facilitating large-scale events like Alternative Reading Week, mentoring and coaching Community Innovation Assistants to facilitate programs & support volunteers, and providing reports & recommendations to continuously improve the programs.



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:**

- Working with off campus partners
- Experience volunteering with a community organization
- Experience with being involved in a Student Club/Group/Society

### **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. Community & Civic Engagement**



Demonstrates consideration of the welfare of others in decision-making; participates in service/ volunteer activities that are characterized by reciprocity; engages in reasoned debate and critical reflection; understands and participates in relevant governance systems; educates and facilitates the civic engagement of others

### **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