

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2025-2026
Team Lead, Graphic Design

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, Graphic Design 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, Graphic Design is responsible for the creative direction and design of both print and digital materials for the department's various initiatives. The Team Lead oversees the upkeep of the department's campus display's as well as the Centre's various social media channels, playing a large role in ensuring the department and University visual brand is 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 Adobe Creative Suite
- Experience with videography and photography
- 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. Social Intelligence

Establishes healthy, mutually beneficial relationships with others; treats others with respect; manages interpersonal conflicts effectively; adapts to and demonstrates behaviour appropriate to the situation

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