

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

**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, Inclusion reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engagement Coordinator: Access & Inclusion. 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, Inclusion Programs supports the Centre for Student Engagement's Inclusion portfolio by collaborating with student staff, campus partners, and student groups to deliver culturally relevant and affinity-based programming for historically underserved student communities. This role works to foster belonging and identity while managing projects, timelines, and program deliverables. Key responsibilities include coordinating programs like a series of Inclusion Initiatives such as Black Brilliance and Belonging series, and Excellence Orientation, leading a team to develop materials, supporting new and existing programs, and handling administrative tasks. This position requires strong project management, and a commitment to equity and inclusion.

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 Black Community
- Ability to work with various stakeholders including a diverse group of staff, students, faculty
- 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. Fostering Inclusivity and Equity**



Understands and explores one's own identity and culture in relation to others; seeks involvement with people different from oneself; articulates the advantages and impact of a diverse society; identifies and challenges systemic barriers to equality and inclusiveness; exhibits respect and preserves the dignity of others in all interactions

#### 5. Identity awareness & Development

Integrates multiple aspects of identity into a coherent whole; recognizes and exhibits interdependence in accordance with environmental, social, cultural, and personal values; actively commits to important aspects of self-identity