

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –FALL/WINTER 2025-2026
Team Lead, New Student Program Support

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, New Student Program Support reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Supervisor: Pre-Arrival & Transition Engagement. 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 Leader plays a pivotal role in supporting new students as they transition to and navigate their first year at UTM. This position focuses on leading key initiatives, including the EagleConnect program, program planning events, and the New Student Newsletter. The Team Leader is responsible for updating and enhancing EagleConnect content, coordinating the development of engaging newsletter materials, and planning, executing, and facilitating events that support student success. The role requires a balance of independent work and collaboration with other CSE student staff and campus partners. Additionally, the Team Leader will contribute to the creation and promotion of communication materials that ensure program visibility and student engagement.

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:

- Ability to work with various stakeholders including a diverse group of staff, students, faculty
- Oral and written communication
- Familiarity with Quercus

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