

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

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, LAUNCH & PFS reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator: Transition Program. 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, Parents, Families, and Supporters (PFS) & LAUNCH supports the Parents, Families, & Supporters program in the spring/summer semester and the LAUNCH Program in the fall and winter semesters. In the summer, this role supports the planning and implementation of initiatives, mainly the Parents, Families, and Supporters Orientation. In the fall and winter semesters, this works alongside a small team of Team Leads, LAUNCH to support the LAUNCH program.

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:

- Knowledge of LAUNCH Program and Curriculum
- Successful completion of EDS377 required
- Ability to work with various stakeholders including a diverse group of staff, students, faculty

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. Communication

Effectively conveys meaning through writing, speaking, or artistic expression; effectively articulates abstract ideas; uses diction, tone, and grammar appropriate to audience and medium; listens attentively and can read and use nonverbal communication and responds appropriately



5. Collaboration

Works cooperatively with others, including people different from self and/or with different points of view; seeks and values the involvement of others; listens to and considers others' points of view; works towards a shared goal