OFFICE OF STUDENT TRANSITION INTERNSHIP OPPORTUNITY
LAUNCH Leader – Business, Management & Commerce

Position Description
In the Fall 2018 internship part/time placement LAUNCH Leaders in the Business, Management and Commerce stream will mentor a group of approximately 25-30 new to UTM undergraduate students in the same stream by leading weekly sessions and acting as a resource to assist and support their transition to university. LAUNCH Leaders will focus on community building, engaging students with similar interests, educating students about campus resources, promoting out-of-classroom student-faculty interactions, and connecting students to existing services on campus by applying knowledge acquired in the EDS377H5/UTM377H5 - Why First-Year University Matters: Exploring the Impact of Peer Mentoring course (course description available below). Selection for this internship includes an application and carousel interview process. More details can be found at uoft.me/OSThiring.

Course Description
EDS377H5/UTM377H5 - Why First-Year University Matters: Exploring the Impact of Peer Mentoring (HUM, EXP)
This course explores contemporary issues in higher education with a focus on experiences, issues and challenges commonly encountered by undergraduate students during their first year of university. Interdisciplinary in its focus, topics of exploration include an examination of student development theories, models of student engagement and an investigation into mindset, levels of persistence, habits of mind, and personality characteristics that impact student success. An internship component is required. Students taking the course will assume a peer-mentoring role to apply and contextualize theories and skills learned in the course. This is a closed course open only to those students who have successfully secured a peer-mentoring position with the First-Year Peer Mentoring program.
*Students in the Education Minor should enrol in EDS377H5. Students not in the Education Minor should enrol in UTM377H5.

Required Skills
- Coordinate Cross-cultural awareness;
- Strong oral and written communication;
- Excellent time management;
- Familiarity with social media and virtual communication methods;
- Knowledge of the campus and its resources;
- Leadership and mentorship;
- Public Speaking

Responsibilities
A. LAUNCH PROGRAMMING
- Coordinate and facilitate the LAUNCH Seminar Series, 12 weekly sessions focused on academic and social transition;
- Promote and attend co-curricular activities. These will consist of academic and community engagement opportunities based around existing programs offered by UTM Services and Departments and aligned with the UofT Co-Curricular Record with the goal of connecting students with others who have similar interests;
- Create a supportive peer network to help students meet others with similar interests, find study partners, and engage with successful upper year students.

B. MENTORSHIP & ADVISING
- Maintain flexible availability in order to hold one-on-one meetings with students;
- Advise students to the best of your ability and make referrals where appropriate.

C. COMMUNICATION & ADMINISTRATION
- Communicate with your group of students and disseminate information relevant to them regarding university programs and events in a timely manner;
- Submit weekly reports summarizing the occurrences, events, and interactions of each week
- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times;
- Monitor U of T email account daily for work-related emails;
- Promote LAUNCH and the Office of Student Transition through fairs, tabling, social media, etc.
- Utilize a mentor budget for student programming

E. TEAM DEVELOPMENT
- Attend weekly team meetings with your LAUNCH Team Leader;
- Attend once a week tutorial sessions that will serve as professional development and team meetings;
- Participate in team socials and team building.

F. TRAINING & COMMITMENTS
- Attend LAUNCH Training in late August with additional training on one Saturday in September and a one Saturday in October (exact dates to be determined);
- Be available to assist with aspects of O-Week (Orientation) during the first week of September;
- Attend in-service training and development throughout the contract period;
- Participate in leadership events as offered by the department.