OFFICE OF STUDENT TRANSITION OPPORTUNITY

CANDIDATE PROFILE – FALL/WINTER 2018/19
ORIENTATION & OUTREACH TEAM LEADER

CONTRACT PERIOD: Fall 2018 and Winter 2019 terms. Successful applicants must also be available for Student Leader Training and UTM Orientation.

FALL/WINTER RENUMERATION: Salary is $14.00 per hour. The hours expected of an Orientation and Outreach Team Leader are approximately 8-15 hours per week. Orientation and Outreach Team Leaders are paid up to a maximum of 180 hours during the academic school year.

REPORT TO: The Orientation and Outreach Team Leader reports to the Office of Student Transition at the University of Toronto Mississauga, and directly to the Student Success Coordinator, Orientation and Outreach. The Student Success Coordinator will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: In the Fall/Winter 2018/2019 term, Orientation and Outreach Team Leaders will participate in the following as part of this position:

- Organizing and facilitating team meetings with the rest of the Orientation and Outreach Ambassadors
- Attend Orientation and Outreach Team meetings and one-on-ones with the SSC: Orientation & Outreach
- Providing support and mentorship through one-on-ones, goal-setting, and recognition to the Orientation and Outreach Ambassador team
- Assisting in the organization and implementation of OST outreach initiatives that could include tabling, social media, outreach, walkabouts, etc.
- Assist with training, hiring, and development of Orientation and Outreach Ambassadors
- Assist in the organization and implementation of OST orientation and special projects
- Assist in communications and marketing initiatives within the Office of Student Transition
- Assist in the organization, implementation, and creation of materials for OST’s Fall and Spring Open-House booth

Orientation and Outreach Team Leaders must be enrolled in 40% of a full course load for the entire fall/winter period of study. Selection for this position includes an application, carousel interview process, and if applicable, a follow-up interview. More details can be found at uoft.me/OSThiring.

REQUIRED SKILLS

- Student of UTM in good academic standing;
- Cross-cultural awareness;
- High commitment to ethics and professionalism;
- Strong emotional intelligence skills;
- Organizational skills and high attention to detail;
- High accountability and reliability;
- Strong oral and written communication;
- Ability to remain calm under pressure;
- Sound judgment and problem-solving abilities;
- Excellent time management and ability to prioritize multiple tasks;
- Familiarity with social media and virtual communication methods; and
- Knowledge of the campus and its resources.
- Previous experience as working within a transition and/or orientation program or a team leader position an asset;
RESPONSIBILITIES

A. OUTREACH
   ▪ Coordinate, facilitate, and promote OST outreach activities through tabling, fairs, and other forms of outreach.
   ▪ Ensure that learning outcomes are met and materials and logistics are appropriately coordinated.

B. PROJECT-MANAGEMENT
   ▪ Coordinate projects to assist with initiatives that might include: recognition, training and development, hiring, orientation, etc.

C. MENTORSHIP & ADVISING
   ▪ Maintain flexible availability in order to hold one-on-one meetings with students.
   ▪ Act as a team lead for Orientation and Outreach ambassadors.
   ▪ Advise students to the best of your ability and make referrals where appropriate.

D. ADMINISTRATION
   ▪ Submit bi-weekly timesheets.
   ▪ Submit expense reimbursements as necessary.
   ▪ 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; and
   ▪ Assist with supporting the online volunteer management platform.

E. TEAM DEVELOPMENT
   ▪ Attend Orientation and Outreach specific team meetings and one-on-ones with the Student Success Coordinator, Orientation and Outreach.
   ▪ Participate in team socials and team building.

F. SOCIAL MEDIA AND GRAPHIC DESIGN
   ▪ Manage OST social media accounts that could include any of the following: Facebook, Instagram, Snapchat, etc.
   ▪ Coordinate with the SSC: Orientation & Outreach in the creation of a social media strategy.
   ▪ Assist with other event support as needed in the Office of Student Transition that could include creating posters, graphics, photography, etc.

F. TRAINING & COMMITMENTS
   ▪ Assist with OST events including: Exam Jam (Fall Term & Winter Term), Fall Campus Day, and Spring Open-House.
   ▪ Assist with Parent & Family Orientation.
   ▪ Assist with O-Week.