

CANDIDATE PROFILE

IEC SPECIAL PROJECTS TEAM LEAD, SUMMER/FALL/WINTER 2025-2026

SUMMER CASUAL CONTRACT PERIOD: Monday, May 5, 2025 – Friday, August 22, 2025*

F/W WORK-STUDY CONTRACT PERIOD: Monday, August 25, 2025 – Tuesday, March 31, 2026*

Must be available for

- Summer Training – Monday, May 5, 2025– Friday, May 9, 2025 *
 - 30 hours, 9am to 4pm each day
- Student Leader Training – Monday, August 25, 2024 – Thursday, August 28, 2025*
 - 30 hours, 9am to 4pm each day
- Residence Move-In, Orientation, and International and New-to-Canada Student Welcome (INSW) – Friday, August 29, 2025 – Saturday, September 6, 2025 (specific dates will be communicated in advance)

*All contract dates are anticipated at the time of posting. These dates may change and will be confirmed before the successful candidate is required to sign a contract.

SUMMER RENUMERATION: Salary \$19.00 per hour. Full-time hours (30 hours per week over a 16-week period).

F/W RENUMERATION: Salary \$19.00 per hour. The hours expected of the role are approximately 10 – 15 hours per week, with peak hours in September exceeding this amount. The role is paid up to a maximum of 200 hours during the academic school year and is subjected work-study approval, guidelines, and pay.

REPORT TO: This role reports to the International Experience Projects Coordinator. The supervisor will provide training, support, and guidance in carrying out the role's responsibilities.

ELIGIBILITY:

- Applicants must be a returning student in the 2025 – 2026 academic year;
- Must be a UTM student in good academic standing with a minimum 2.0 CGPA
- Applicants must be legally able to work in Canada.

POSITION SUMMARY:

The IEC Special Projects Team Lead will oversee the planning, implementation, and evaluation of international experience programs while supervising and mentoring a team of assistants. This role requires a strong leader capable of delegating tasks, maintaining effective communication, acting as a mentor and primary point of contact for the IEC Special Projects Assistants. and ensuring all initiatives align with the objectives of the International Experience Centre.

DUTIES:

- Act as the primary leader for the IEC Special Projects team, delegating tasks, providing guidance, and fostering a collaborative team environment.

- Oversee the development, delivery, and assessment of international experience programs and projects.
- Create and maintain project timelines, monitor budgets, and ensure deliverables are met.
- Serve as a mentor and role model for team members, providing regular feedback and promoting professional growth.
- Facilitate team meetings, manage communication with stakeholders, and act as the primary liaison with the International Experience Projects Coordinator.
- Promote UTM's international programs through various outreach initiatives, including social media, events, and class presentations.
- Assist with tracking safety protocols and compliance for international programs.
- Manage administrative tasks, including documentation, reporting, and data tracking, while maintaining confidentiality.
- Attend and actively engage in all training, team meetings, and professional development opportunities.
- Resolve team conflicts or challenges and escalate concerns to the supervisor as needed.
- Perform additional tasks as assigned by the supervisor(s).

REQUIREMENTS:

- Proven leadership experience in supervising teams or managing projects.
- Strong organizational and time-management skills, with the ability to prioritize and balance multiple responsibilities.
- Experience managing budgets, timelines, and deliverables.
- Effective oral and written communication skills for interacting with diverse stakeholders.
- Intercultural awareness and the ability to foster inclusivity within the team and programs.
- Strong problem-solving skills and adaptability to respond to challenges or changing circumstances.
- Ability to inspire and mentor team members, encouraging collaboration and growth.
- Knowledge of campus resources and international program offerings preferred.
- Skills in photography, graphic design, digital media, or videography are an asset.

EMPLOYER CONTACT INFORMATION:

Karolina Kujszczyk, International Special Projects Coordinator

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