**Student Group Support Job Family**

**Department:** Centre for Student Engagement

**Commitment to Equity, Diversity and Inclusion:**

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.

**Nature and Scope:**

Student Group Support roles provide outreach and training to student groups related to programs and initiatives overseen by the Centre for Student Engagement including building student community and the Co-Curricular Record. Student Group Support roles also support student clubs and groups in navigating university processes. Staff are required to be available for weekly team meetings, recruitment and outreach activities.

**Here are some examples of positions that have been under the Student Group Support Job Family in the past:**

* Co-Curricular Record Assistant
* Student Group Assistant
* UTM Engage Assistant

**Duties and Responsibilities:**

* Craft frequent communication messages and disseminate information to build relationships with clubs and groups
* Provide training, advice and/or support to student groups and societies
* Develop innovative and interactive outreach activities throughout the academic term
* Monitor U of T email account daily for work-related emails
* Attend weekly team meetings
* Participate in team socials and teambuilding

**Training & Commitments:**

* Attend Student Leadership Training (August 28, 2023 – September 1, 2023)
* Support large-scale CSE events including UTM Orientation (Tentative (September 2, 2023 – September 9, 2023) and Exam Jam (TBC))
* Assist with the recruitment and hiring process in Winter 2024.
* Attend one-on-one meetings with the supervisor/Team Lead regularly.

**Additional Duties:**

* Additional duties as assigned by the supervisor

**Minimum Qualifications Required:**

* Strongly Recommended: prior experience with involvement in a Club/Group/Society at the University
* Familiarity with policies related to clubs and groups is an asset
* Knowledge of the campus and its resources
* Strong oral and written communications
* Excellent time-management
* Cross-cultural awareness
* Must maintain a minimum CGPA of 2.0 while employed with CSE
* Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study
* Be legally able to work in Canada
* The incumbent must be available for the training at the end of August

**CCR Competencies:**

CCR competencies that we look for and evaluate across all of our Job Families are:

* Collaboration
* Communication
* Communications & media
* Community and civic engagement
* Decision-making and action
* Facilitating and presenting
* Critical thinking
* Leadership
* Professionalism
* Project management
* Social intelligence
* Teamwork

**Contract Period**

Fall Term: Start August 28, 2023, and conclude in February 2024

\*\*Exact dates to be confirmed at the time of an offer

**Remuneration**

* $16/hour
* 5-10 hours per week during the 2023-2024 Fall/Winter terms