

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER 2024
EagleConnect Squad Leader

SUMMER CONTRACT PERIOD: May 6, 2024, to September 7, 2024*. Successful applicants must be available for Summer Student Leader Training (May 6, 2024 to May 10, 2024 ,exact dates to be confirmed). And UTM Orientation (August 30, 2024 – September 7, 2024, exact dates to be confirmed).

SUMMER RENUMERATION: Salary \$16.55 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 for a total of 30 hours per week during the contract period.

REPORT TO: EagleConnect Squad Leader reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Supervisor, Pre-Arrival Engagement. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

*Please be aware these are all anticipated contract dates. Exact dates will be confirmed with the contract offer

POSITION SUMMARY:

The EagleConnect Squad Leader is responsible for leading and delivering EagleConnect programming, which supports new students during their transition to UTM. Squad Leaders will be responsible for planning, updating, improving and implementing weekly EagleConnect content, overseeing communities of EagleConnect students providing support in one-to-one and one-to-many formats, and supporting programming and events for new students. They will work collaboratively with a team of Squad Leaders, Orientation Leaders and partners across campus to plan and deliver content and programming as well as providing in-person and virtual event support throughout the summer.

Recent graduates are eligible and encouraged to apply for these positions.

Must have a minimum CGPA of 2.0.

Selection for this position includes an application and interview process.

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:



- Accountability, Reliability, and Professionalism
- Cross-cultural awareness
- Excellent organizational skills
- Ability to manage multiple tasks
- Sound judgement and problem-solving abilities
- Familiarity with social media and online communication platforms
- Familiarity with Quercus platform
- Knowledge of the campus and its resources and services
- Strong oral and written communication
- Previous experience within transition/ orientation programs and/or as a team leader considered an asset

RESPONSIBILITIES:

A. CURRICULUM SUPPORT

- Support the summer EagleConnect curriculum, ensuring students are receiving pertinent and timely information during the summer months
- Support and collaborate with the team, who will be regularly communicating with new students and monitoring their communities.
- Ensure communication with students is delivered, and students are responded to.
- Ensure weekly content is uploaded to all communities in a timely manner.

B. OUTREACH & COMMUNICATION

- Regularly communicate with the supervisor to ensure student inquiries are dealt with in a timely manner
- Respond to Squad Leader questions and concerns, and initiate group discussions to solve problems through collaboration.

C. CONTENT CREATION AND DELIVERY

- Create unique weekly content for EagleConnect, based on the EagleConnect Curriculum
- Upload weekly content to SharePoint in a timely manner.
- Support student leaders as they work through the content within EagleConnect

D. CREATE AND FACILITATE EVENTS

- Create events for the EagleConnect students
- Facilitate synchronous events for the incoming students
- Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week

A. PROMOTION & EVENT COMMITMENTS

- Support Orientation, pre-arrival activities and workshops as required

B. COMMUNICATION



- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times; and
- Monitor U of T email account daily for work-related emails.

C. TEAM DEVELOPMENT

- Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
- Participate in team socials and team building.

D. ADDITIONAL DUTIES

- Additional duties as assigned by the Supervisor, Pre-Arrival Engagement