

## **Community Engagement Program Development Job Family**

**Department:** Centre for Student Engagement

### **Nature and Scope:**

Community Engagement Program Development jobs with the Centre for Student Engagement assist in the creation, organization, implementation and assessment of on-campus programming and events that serve the local community including community organizations and youth. Some examples are Alternative Reading Week, STEAM Days, Access Days, Social Innovation Projects and Indigenous and civic awareness programming.

### **Here are some examples of positions that have been under the Community Engagement Program Development Job Family in the past:**

- Alternative Reading Week Assistant
- Access & Outreach Assistant
- Community Engagement Assistant
- Indigenous Engagement Assistant
- Social Innovation Project Assistant
- STEAM Day Assistant

### **Duties and Responsibilities:**

- Manage the completion of a project(s) from start to finish including logistical planning and organization
- Collaborating with community organizations, campus partners and/or other Centre for Student Engagement teams to create unique programming that meets strategic priorities and stakeholders' needs
- Volunteer management
- 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 (Tentative August 30, 2021 – September 3, 2021)
- Support large-scale CSE events including UTM Orientation (Tentative September 4, 2021 – September 10, 2021) and Exam Jam (TBC)
- Assist with the recruitment and hiring process in Winter 2022;
- Attend one-on-one meetings with the supervisor/Team Lead regularly.

### **Additional Duties:**

- Additional duties as assigned by the supervisor

### **Minimum Qualifications Required:**

- Experience working or volunteering with youth and/or community organizations is an asset
- Project-management and/or event-planning experience
- Strong written and in-person communication
- Excellent time-management

- Cross-cultural awareness
- Knowledge of the campus and its resources
- 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 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 and teamwork.

**Contract Period**

Fall Term: Start August 30, 2021 and conclude in February 2022

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

**Remuneration**

- \$15/hour
- 5-10 hours per week during the 2021-2022 Fall/Winter terms

**Interested and qualified candidates will be able to submit applications from December 14, 2020 to January 22, 2021 at 12 noon.**