CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER 2021
Community Engagement Project Assistant


SUMMER RENUMERATION: Salary $15 per hour. The hours of work expected of a summer position will be determined and scheduled by the supervisor, but is not expected to exceed 100 hours in total over the course of the contract period.

REPORT TO: Community Engagement Assistant reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Manager, Community Engaged Learning. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Community Engagement Project Assistant will work to develop the community engaged learning training and reflection process. The Community Engagement Project Assistant will design and create the online training and reflection for the 2021-2022 community engaged learning portfolios. The Community Engagement Project Assistant will support the development and assessment strategy of the Community Leadership Development Program, including updating curriculum and developing a work plan for community leaders. The incumbent will work with the Community Engagement Team, the Manager, Community Engaged Learning and community partners to plan and create the training and reflection process and begin developing strategy for the 2021-2022 academic year.

The Community Engagement Project Assistant must be an undergraduate student enrolled in summer courses totaling 0.5 credits from May-August 2021.
Must have a CGPA of 2.0

Selection for this position includes an application and interview process.

REQUIRED SKILLS:

- Student of UTM in good academic standing;
- Time management and an ability to prioritize tasks
- Accurate data entry and attention to detail;
- Values team work, working effectively with others as well as independently;
- Strong cross-cultural awareness and understanding of systemic barriers to postsecondary education
• Good mediation and conflict resolution skills to deal with issues with diplomacy and tact
• Facilitation experience with youth or young adults
• Experience in event and Project Management
• Familiarity with UTM CSE mandate and services;
• Proven written and verbal communication: to assist with report writing as well as communicating with team members.

RESPONSIBILITIES:

A. COMMUNITY PARTNERSHIPS
• Expand partnerships with communities and organizations for mutually beneficial, work integrated learning opportunities for UTM students and awareness building with staff, faculty and volunteers

B. PROGRAM DEVELOPMENT & REPORTING
• Liaise with existing community and campus stakeholders to develop and implement learning and engagement opportunities for UTM students;
• Develop promotional strategies for community engagement initiatives and programs through fairs, tabling, social media, etc.
• Prepare and complete Transition Report, Status Reports, End of Year Reports and other reports on activities completed

C. COMMUNICATION & ADMINISTRATION
• Maintaining required levels of confidentiality regarding data;
• Monitoring U of T email account for work-related emails.
• Attending and contributing to one-on-ones with the Manager, Community Engaged Learning.

D. PROMOTION & EVENT COMMITMENTS
• Support Orientation, pre-arrival activities and workshops as required

E. COMMUNICATION
• Maintaining required levels of confidentiality regarding data;
• 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.

F. 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.

G. ADDITIONAL DUTIES
• Additional duties as assigned by the Manager, Community Engaged Learning.