CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – Sommer 2021
EagleConnect Lead


SUMMER RENUMERATION: Salary $15 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: The EagleConnect Lead reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator, Transition Programs. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The EagleConnect Lead is responsible for leading and delivering initiatives which support new students during their transition to UTM, with a significant focus on EagleConnect. The lead will be responsible for planning and implementing weekly EagleConnect content, and leading the EagleConnect student team.

The EagleConnect Lead will take existing EagleConnect content, and update and improve it for the new school year. They will also run weekly meetings with the EagleConnect squad leaders, to ensure their content is implemented properly. In addition, this role will monitor the EagleConnect communities 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.

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 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.

C. TRAINING AND CONTENT DELIVERY
   - Deliver weekly trainings to ensure all squads have their content uploaded to their Quercus communities.
   - Upload weekly content to SharePoint in a timely manner.
   - Support student leaders as they work through the content within EagleConnect

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

E. 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.

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 a Student Engagement Coordinator.