CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER & FALL/WINTER 2022/2023
Team Lead, Leadership & Mentorship

SUMMER CONTRACT PERIOD: May 9, 2022 to August 26, 2022*. Successful applicants must be available for Summer Student Leader Training (May 9, 2022 to May 20, 2022).

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

SUMMER REMUNERATION: Salary $15 per hour. The hours of work expected of a summer position is Monday to Friday, 10:00am-4:30pm, for a total of 30 hours per week during the contract period.

F/W CONTRACT PERIOD: August 29, 2022 to April 7, 2023*. Successful applicants must be available for Student Leader Training (August 29, 2022 – September 2, 2022) and UTM Orientation (September 3, 2022 – September 10, 2022, exact dates TBC).

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

F/W REMUNERATION: Salary $16 per hour. The hours expected of a Team Leader is approximately 10-12 hours per week up to a maximum of 230 hours during the academic school year.

REPORT TO: Team Lead, Leadership & Mentorship reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator of Leadership, Mentorship & the Co-Curricular Record. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Team Lead, Leadership & Mentorship supports the project management of leadership and mentorship programming which includes workshops, one-day leadership events and one-on-one mentorship opportunities with current undergraduate students. The Team Lead, Leadership & Mentorship is responsible for reviewing and preparing programming for the 2022-2023 year which includes redeveloping program curriculum as well as supporting the creation of further leadership and mentorship opportunities. Also, during the Fall/Winter term, the Team Lead of Leadership & Mentorship trains and leads a team of student staff in delivering leadership and mentorship programming.

The Team Lead of Leadership & Mentorship must be returning to studies at UTM and must be enrolled in 40% of a full course load for the entire fall/winter period of study.

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:

- Student of UTM in good academic standing;
- Preference is given to those who have previously worked at CSE
- Experience with mentorship and/or leadership programming
- Strong facilitation skills
- Curriculum and/or workshop development experience
- Project management
- Excellent time management
- Strong oral and written communication
- Organizational skills and attention to detail
- Cross-cultural awareness
- Values teamwork, working effectively with others as well as independently

SUMMER RESPONSIBILITIES:

A. CURRICULUM SUPPORT
- Assist with curriculum development for leadership programs by reviewing feedback, researching leadership theories and best practices and creating curriculum changes;
- Assist with curriculum development for Peer Mentorship program by reviewing feedback and researching best practices; and
- Develop content for mentor training and update resources for mentors and mentees.

B. TRAINING DEVELOPMENT & DELIVERY
- Create and update materials for training sessions;
- Support planning and scheduling of training; and
- Prepare curriculum documents for training.

C. PROGRAM SUPPORT
- Support with the recruitment and matching of mentors and mentees for Peer Mentorship program;
- Update the CSE website and CCR with information pertaining to leadership and mentorship programs;
- Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
- Support with the scheduling of leadership and mentorship programs; and
- Create a promotion plan for leadership and mentorship programs.

D. PROMOTION & EVENT COMMITMENTS
- Support Orientation, pre-arrival activities and workshops as required; and
- Prepare leadership and mentorship tabling events for orientation as well as co-facilitate leadership sessions as needed.
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.

FALL/WINTER RESPONSIBILITIES:

H. TRAINING & CURRICULUM DEVELOPMENT

- Support the development and assessment of Leadership Week;
- Coordinate the curriculum review of utmLEAD programming;
- Create resources to support the facilitation of leadership sessions; and
- Create resources to support participants in the Peer Mentorship program

I. PROJECT MANAGEMENT

- Oversee the utmLEAD and Peer Mentorship program including coordinating marketing activities and materials, session material support and creation and attendance tracking;
- Organize the assessment of utmLEAD and Peer Mentorship through survey data; and
- Oversee the planning of end-of-year celebrations for utmLEAD and the Peer Mentorship program

J. COMMUNICATION & ADMINISTRATION

- Communicate with your group of students and disseminate information relevant to them regarding university programs and events in a timely manner;
- Submit weekly reports summarizing the occurrences, events, and interactions of each week;
- 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.

K. TEAM DEVELOPMENT

- Attend and contribute at regular team meetings as well as at one-on-ones with supervisor;
- Hold regular one-on-ones with Leadership & Mentorship Assistants and review erez reports;
- Provide feedback and support for stream team throughout the year;
- Develop community within your team; and
- Participate in team socials and team building.
L. PROMOTION & EVENT COMMITMENTS
   • Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;
   • Assist with CSE events including, but not limited to: Exam Jam, Fall Campus Day, March Break
     Open House; and
   • Assist with student hiring initiatives for the Centre for Student Engagement for 2023/2024.

M. ADDITIONAL DUTIES
   • Additional duties as assigned by a Student Engagement Coordinator.