CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER & FALL/WINTER 2021/2022
Team Lead, Leadership & Mentorship


SUMMER REMUNERATION: 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.


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 Alumni and current Graduate students. The Team Lead, Leadership & Mentorship is responsible for reviewing and preparing programming for the 2020-2021 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.
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
- Project management
- Excellent time management
- Strong oral and written communication
- Organizational skills and attention to detail
- Knowledge of leadership theories
- Curriculum and/or workshop development experience
- 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;
- Support with ‘Workshops by Request’ development and the development of new leadership programming
- Assist with curriculum development for Peer Mentorship and Alumni Mentorship 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 mentorship programs;
- 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
- 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 Bootcamp;
- Coordinate the curriculum review of utmLEAD programming;
- Create resources to support the facilitation of leadership sessions; and
- Create resources to support participants in the Alumni Mentorship program and 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;
- Support the coordination of the Alumni Mentorship program including 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;
- Develop professional development activities for Co-Curricular Record Assistants; 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 2021/2022.

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