**Student Group Support Job Family**

**Department:** Centre for Student Engagement

**Nature and Scope:**
Student Group Support roles provide outreach and training to student groups related to programs and initiatives overseen by the Centre for Student Engagement including building student community, the Co-Curricular Record and the UTM Engage App. Student Group Support roles also support student clubs and groups in navigating university processes. Staff are required to be available for weekly team meetings, recruitment and outreach activities.

Here are some examples of positions that have been under the Student Group Support Job Family in the past:
- Co-Curricular Record Assistant
- Student Group Assistant
- UTM Engage Assistant

**Duties and Responsibilities:**
- Craft frequent communication messages and disseminate information to build relationships with clubs and groups
- Provide training, advice and/or support to student groups and societies
- 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:**
- Strongly Recommended: prior experience with involvement in a Club/Group/Society at the University
- Familiarity with policies related to clubs and groups is an asset
- Knowledge of the campus and its resources
- Strong oral and written communications
- Excellent time-management
- Cross-cultural awareness
- 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.**