CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2022/2023
Team Leader, Alternative Reading Week and Civic

SUMMER CONTRACT PERIOD: May 9, 2022 to August 26, 2022. Successful applicants must be available for Summer Student Leader Training (May 10, 2021 to May 20, 2021).
*Please be aware these are all anticipated contract dates. Exact dates will be confirmed with the contract offer

SUMMER RENUMERATION: 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 RENUMERATION: 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 Leader, Alternative Reading Week and Civic reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engagement Coordinator, Community Innovation. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Team Leader, Alternative Reading Week and Civic is responsible for overseeing the leadership of Alternative Reading Week and Civic Engagement programming. This includes the development of training sessions, team meetings and one-on-one meetings, and keeping track of the day to day work of these two teams of Community Engagement Assistants. The candidate is also responsible for some administrative and development support of both Alternative Reading Week and Civic Engagement Programming.

Team Leader, Alternative Reading Week and Civic 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:

- Knowledge of community engagement and/or service learning theory
- Preference is given to those who have previously worked at CSE
- Strong organization skills
- Emotional intelligence, critical thinking and leadership skills
- Project Management
- Critical Thinking and Cross-cultural awareness

SUMMER RESPONSIBILITIES:

A. PROGRAM SUPPORT & PROMOTION
   - Support of both Alternative Reading Week and Civic Engagement programming and teams (4 Alternative Reading Week Assistants and 2 Civic Engagement Assistants)
   - Develop promotion strategies for Community Engagement initiatives and programs through fairs, tabling, social media, etc.

B. SPECIAL PROJECTS
   - 2-3 special projects in the summer as assigned

C. PROJECT MANAGEMENT
   - Managing multiple priorities, and check points for both Alternative Reading Week and Civic Engagement programming

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 Community Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:
H. PROGRAM SUPPORT & PROMOTION
- Support of both Alternative Reading Week and Civic Engagement programming and teams (4 Alternative Reading Week Assistants and 2 Civic Engagement Assistants)
- Develop promotion strategies for Community Engagement initiatives and programs through fairs, tabling, social media, etc.

I. TEAM LEADERSHIP & VOLUNTEER MANAGEMENT
- Bi-weekly 1:1 meetings, and weekly team meetings with Community Engagement Assistants on both teams
- Tracking of volunteer management and hours
- Developing and updating volunteer support (reflections, handbooks etc.)

J. PROJECT MANAGEMENT
- Managing multiple priorities, and check points for both Alternative Reading Week and Civic Engagement programming

K. 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.

L. 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.

M. 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.

N. ADDITIONAL DUTIES
  - Additional duties as assigned by a Community Engagement Coordinator.