CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER & FALL/WINTER 2021/2022
Team Leader, Second-Year Supports

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 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: the Team Leader, Second-Year Supports reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Events Coordinator, Second-Year Supports. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:
The Second Year Support Team Lead will work alongside the Student Engagement Events Coordinator, Second Year Support through an anti-oppressive approach, to help oversee a team of student staff in supporting the development and implementation of resources and initiatives targeted at second-year students. This role will support the delivery of co-curricular events focused on building a culture of inclusion, engagement, and academic supports for second-year students. This role will support the Second-Year Support team’s response to changes in second-year student experiences due to the ongoing pandemic.

The Team Lead, Second-Year Supports 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:

- Leadership and effective facilitation skills
- Project management and delegation experience
- Strong written and oral communication in cross-cultural settings
- Excellent time management
- Knowledge of anti-oppression principles and practices
- Knowledge of the campus and its resources
- Experience creating engaging digital content

SUMMER RESPONSIBILITIES:

A. PROGRAM DEVELOPMENT
   - Support the creation and set-up of targeted online interactional and informational spaces
   - Support partnership development to strengthen goals of the program
   - Support the implementation of a curricular approach to second year programming
   - Collaborate with the Digital Engagement Team to deliver marketing campaigns for Second-Year Support programs and initiatives

B. PROMOTION & EVENT COMMITMENTS
   - Support Orientation, pre-arrival activities and workshops as required
   - Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.

C. 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.

D. 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.

E. ADDITIONAL DUTIES
   - Additional duties as assigned by a Student Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:

F. PROGRAM DEVELOPMENT
   - Collaborate with the Student Engagement Events Coordinator, Second-Year Supports, and the student staff team, in the creation and implementation of program content based on structured outcomes and student needs
• Collaborate with the Digital Engagement Team to deliver marketing campaigns for Second-Year Support programs and initiatives
• Collaborate with the Student Engagement Events Coordinator, Second-Year Supports, to implement an annual review process of the program curriculum
• Lead the creation and implementation of general engagement activities and initiatives to bolster student interactions and learning

G. 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.

H. 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.

I. 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.

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