CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER & FALL/WINTER 2022/2023
Team Lead, Community Mentorship and STEAM Initiatives

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-4:30p, 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 Lead, Community Mentorship and STEAM Initiatives reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engagement Coordinator, Community Mentorship. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Team Lead, Community Mentorship and STEAM Initiatives supports the design and delivery of mentorship programs and science, technology, engineering, arts and math (STEAM) initiatives for youth in grades 4-12 across Peel Region. Team Lead, Community Mentorship and STEAM Initiatives will provide leadership in the planning, implementing and assessing of programming in virtual and in-person environments. Responsibilities of this position include: curriculum and program development, student volunteer recruitment, leading training and orientation of volunteers, and supporting the Fall/Winter term student team in delivering mentorship and STEAM programming.

The Team Lead, Community Mentorship and STEAM Initiatives 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 mentorship, student development and community engagement theories
• Experience facilitating/ leading mentorship programming
• Curriculum and/or workshop development experience
• Cross-cultural awareness of the University of Toronto Mississauga’s diverse communities
• Project Management experience
• Experience leading effective teams
• Strong oral and written communicator to engage various audiences
• Program evaluation and assessment

SUMMER RESPONSIBILITIES:

A. CURRICULUM SUPPORT

• Develop content for Community Mentorship programs (Black Youth Mentorship, Bigs on Campus, Alumni Mentorship etc.) by reviewing transition and year-end reports, researching mentorship theories and best practices and creating curriculum changes;
• Create STEAM workshops for the Centre for Student Engagement
• Outline Community Mentorship and STEAM programming areas for improvement; and
• Update content for mentorship and STEAM training 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

• Update the CSE website and CCR with information pertaining to mentorship and STEAM programs;
• Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
• Coordinate the scheduling of community mentorship and STEAM programs with community partners; and
• Create a promotion plan to recruit UTM student volunteers for mentorship and STEAM programs.

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. TRAINING AND CURRICULUM DEVELOPMENT
• Support data collection from student reflections and other assessment tools within programs
• Create resources to support the facilitation of training sessions; and
• Create resources to support participants in delivering Community Mentorship programs and STEAM initiatives

I. PROJECT MANAGEMENT
• Oversee Community Mentorship and STEAM programs including coordinating marketing and outreach and volunteer support and management;
• Manage and response to student staff inquires, encouraging student development and learning; and
• Oversee the planning of end-of-year celebrations for participants and UTM volunteers

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;
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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.