CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2022/2023
Team Lead, Access & Inclusion

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: Team Lead, Access & Inclusion reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engagement Coordinator, Access & Inclusion. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Team Lead, Access & Inclusion works collaboratively with local groups and organizations to develop impactful programs and events that improve the well-being of community members and create meaningful solutions to social issues. Working with community stakeholders, students, staff and faculty, you will support and encourage people and groups to co-create projects, programs and events that improve access to post-secondary education, enhance community wellbeing and operations, and strengthen program development and implementation.

Team Lead, Access & Inclusion 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
• Excellent time management
• Strong oral and written communication
• Organizational skills and attention to detail
• Cross-cultural awareness
• Values teamwork, working effectively with others as well as independently

SUMMER RESPONSIBILITIES:

A. CURRICULUM SUPPORT
• Assist with curriculum development for Access & Inclusion programs (Access Days, Bridging Pathway Mentorship, Inclusion initiatives, etc.) by reviewing transition and year-end reports, participant feedback, researching access theories and best practices and creating curriculum changes;
• Outline new Access & Inclusion programming areas for improvement; and
• Develop content for program participants and update resources.

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 access & inclusion programs;
• Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
• Support with the scheduling of access & inclusion programs with community partners; and
• Create a promotion plan for these 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. FACILITATION
• Facilitate workshops and programs to students and youth, following a peer-led model.
• Assist with the delivery of community engagement events and services related post-secondary education.
• Assist in conducting needs assessment of participants via pre-and-post surveys as well as collect data to evaluate the effectiveness of CSE programs through fairs, tabling, social media, etc.

I. PROGRAM SUPPORT
• Support with the recruitment of student volunteers for access & inclusion programs;
• Update the CSE website and CCR with information pertaining to access & inclusion programs;
• Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
• Support with the scheduling of access and inclusion programs; and
• Create a promotion plan for access & inclusion programs.

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
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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.