CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2021/2022
Team Lead, Access & Inclusion


SUMMER RENUMERATION: Salary $15 per hour. The hours of work expected of a summer position is Monday to Friday, 10:00am-4:30pm, with a minimum of one evening shift per week for a total of 30 hours per week during the contract period.


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.

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 Mentorship, Indigenous 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
   • Monitor U of T email account daily for work-related emails.

K. 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.

L. 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 2022/2023.

M. ADDITIONAL DUTIES
   • Additional duties as assigned by a Community Engagement Coordinator.