CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2021/2022
Team Lead, Engagement Events


F/W REMUNERATION: 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, Engagement Events reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Event Coordinator. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

Team Lead, Engagement Events supports student engagement, academic initiative, and outreach-focused events. This support includes the development, planning, preparation and staffing of activities to enhance the student experience. With a team of assistants, this position will run weekly meetings to create community, distribute tasks and offer assistance. Events may be small-to-large scale and partner with other students, staff and faculty at UTM.

Team Lead, Engagement Events must be enrolled in 40% of a full course load for the entire fall/winter period of study.
Must meet a minimum CGPA of 2.0
Selection for this position includes an application and interview process.

REQUIRED SKILLS:

- Minimum 1-year experience coordinating events, activities and/or programs at UTM
- Excellent communication skills, both verbal and written
- Must be able to organize and manage a diverse list of events and tasks
- Strong interpersonal skills; works effectively with others
- Familiarity with the UTM campus and its resources
- Adaptability; remains calm under pressure
- Creativity skills; to generate new ideas and solve problems in different ways
- Leadership skills; to support team members’ work and development
- Knowledge of promoting events and social media an asset
RESPONSIBILITIES:

A. EVENT PLANNING & ACTIVITY DEVELOPMENT
   - Work closely with the Student Engagement Event Coordinator to establish event portfolio aligned with department goals and student learning outcomes
   - Review relevant assessment data and research to inform event programming and provide suggestions for engaging activities
   - Develop event outlines and timelines to complete tasks that timely prepare for events, including back-up and rain plans where appropriate
   - Prepare for and staff assigned events by creating materials, ordering supplies and booking all necessary space

B. CAMPUS PARTNER OUTREACH
   - Connect with campus partners to invite to or collaborate for events, as appropriate
   - Assist in raising awareness of opportunities to promote engagement events
   - Response to inquiries in a timely manner, and follow-up with involved parties to ensure event purpose, plan, and designated roles are clear

C. TRAINING & MANAGEMENT
   - Facilitate training, team and individual meetings
   - Work alongside events team to gather ideas and execute event plans
   - Provide support for teams’ work and development

D. 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.

E. 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.

F. 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.

G. ADDITIONAL DUTIES
   - Additional duties as assigned by the Student Engagement Events Coordinator.