Student Group Support Job Family

Department: Centre for Student Engagement

Commitment to Equity, Diversity and Inclusion:
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.

Nature and Scope:
Student Group Support roles provide outreach and training to student groups related to programs and initiatives overseen by the Centre for Student Engagement including building student community and the Co-Curricular Record. Student Group Support roles also support student clubs and groups in navigating university processes. Staff are required to be available for weekly team meetings, recruitment and outreach activities.

Here are some examples of positions that have been under the Student Group Support Job Family in the past:
- Co-Curricular Record Assistant
- Student Group Assistant
- UTM Engage Assistant

Duties and Responsibilities:
- Craft frequent communication messages and disseminate information to build relationships with clubs and groups
- Provide training, advice and/or support to student groups and societies
- Develop innovative and interactive outreach activities throughout the academic term
- Monitor U of T email account daily for work-related emails
- Attend weekly team meetings
- Participate in team socials and teambuilding

Training & Commitments:
- Attend Student Leadership Training (Tentative August 29, 2022 – September 2, 2022)
- Support large-scale CSE events including UTM Orientation (Tentative September 6, 2022 – September 10, 2022) and Exam Jam (TBC)
- Assist with the recruitment and hiring process in Winter 2023;
- Attend one-on-one meetings with the supervisor/Team Lead regularly.

Additional Duties:
- Additional duties as assigned by the supervisor

Minimum Qualifications Required:
- Strongly Recommended: prior experience with involvement in a Club/Group/Society at the University
- Familiarity with policies related to clubs and groups is an asset
- Knowledge of the campus and its resources
• Strong oral and written communications
• Excellent time-management
• Cross-cultural awareness
• Must maintain a minimum CGPA of 2.0 while employed with CSE
• Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study
• Be legally able to work in Canada
• The incumbent must be available for the training at the end of August

CCR Competencies:
CCR competencies that we look for and evaluate across all of our Job Families are:
• Collaboration
• Communication
• Communications & media
• Community and civic engagement
• Decision-making and action
• Facilitating and presenting
• Critical thinking
• Leadership
• Professionalism
• Project management
• Social intelligence
• Teamwork

Contract Period
Fall Term: Start August 29, 2022 and conclude in February 2023
**Exact dates to be confirmed at the time of an offer

Remuneration
• $15/hour
• 5-10 hours per week during the 2022-2023 Fall/Winter terms

Interested and qualified candidates will be able to submit applications from December 13, 2021 to January 27, 2022 at 11:59PM EST.