CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2020/2021
Team Lead, Access & Outreach


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

POSITION SUMMARY:
The Team Lead, Access & Outreach 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 & Outreach must be enrolled in 40% of a full course load for the entire fall/winter period of study. Selection for this position includes an application and interview process.

REQUIRED SKILLS:
- Leadership Skills
- Organization Skills
- Emotional Intelligence
- Project Management
- Critical Thinking
- Knowledge of community engagement and/or service learning theory
- Excellent time management
- Strong oral and written communication
- Organizational skills and attention to detail
- Values teamwork, working effectively with others as well as independently
RESPONSIBILITIES:

A. 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.

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

C. 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.

D. 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.

E. 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 2020/2021.

F. ADDITIONAL DUTIES
   • Additional duties as assigned by a Student Engagement Coordinator.