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


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, Communications reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Administrator. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Team Lead, Communications is responsible for the planning and designing of marketing materials for the department’s various initiatives. The team lead oversees the social media management of the centre’s various channels and play a large role in ensuring the department’s and university’s branding guidelines are being met. Finally, the team lead works closely with the Student Engagement Administrator in managing a team of assistants that create and design promotional material for the various initiatives throughout the fall/winter semester; the team lead plays a large role in the leadership of the team through the facilitation of training and project management.

The Team Lead, Communications 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. Selection for this position includes an application and interview process.

REQUIRED SKILLS:

- Leadership skills
- Excellent time management
- Experience with Adobe Creative Suite is considered an strong asset
Past experiences with graphic designing recommended
- Familiarity with social media and virtual communication methods
- Videography and photography skills considered an asset
- Strong oral and written communication

SUMMER RESPONSIBILITIES:
- Work closely with the Student Engagement Administrator in the development and execution of the centre’s marketing and communications plan for the 2020-21 academic year
- Assisting in the planning and creating of marketing materials for the centre’s summer, pre-arrival and new student programming initiatives
- Manage the department’s various marketing channels, including but not limited to social media platforms and digital/print platforms

PROMOTION & EVENT COMMITMENTS
- Support Orientation, pre-arrival activities and workshops as required

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.

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.

ADDITIONAL DUTIES
- Additional duties as assigned by a Student Engagement Administrator.

FALL/WINTER RESPONSIBILITIES:
- Lead the communications team through facilitating training and supporting their learning in respect to the centre’s branding guidelines and offering development opportunities that they can benefit from.
- Responsible for the delegation and management of the various projects requested throughout the fall/winter term
- Take the lead for the planning and creating of large-scale department initiatives such as large-scale marketing campaigns

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.

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.

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.

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