CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER & FALL/WINTER 2020/2021

Community Innovation Team Leader


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

POSITION SUMMARY:

The Community Innovation Team Leader is responsible for overseeing the leadership of both the Social Innovation Project and Alternative Reading Week teams. This includes the development of training sessions, team meetings and one-on-one meetings, and keeping track of the day to day work of these two teams of Community Engagement Assistants. The candidate is also responsible for some administrative and development support of both Alternative Reading Week and the Social Innovation project.

The Community Innovation Team Leader 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
- Organization Skills
- Emotional Intelligence
SUMMER RESPONSIBILITIES:

A. TRAINING DEVELOPMENT AND SUPPORT
   - Work with Community Engagement Coordinator and other members of the Community Engaged Learning team to develop student staff training sessions
   - Outline of on-boarding weeks for work study students
   - Development of mid-year training themes for team meetings

B. SPECIAL PROJECTS
   - 2-3 special projects as assigned

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

D. 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.

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

FALL/WINTER RESPONSIBILITIES:

G. PROGRAM SUPPORT & PROMOTION
   - Support of both the Social Innovation Project and Alternative Reading Week programs (and teams)
   - Develop promotion strategies for Community Engagement initiatives and programs through fairs, tabling, social media, etc.

H. TEAM LEADERSHIP & VOLUNTEER MANAGEMENT
   - Bi-weekly 1:1 meetings with Community Engagement Assistants
   - Tracking of volunteer management and hours
   - Developing and updating volunteer support (reflections, handbooks etc.)

I. PROJECT MANAGEMENT
- Managing multiple priorities, and check points for both Social Innovation Projects as well as Alternative Reading Week Projects

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 2020/2021.

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