CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2020/2021
TEAM LEAD, LAUNCH


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, LAUNCH reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Success Coordinator, Orientation & Transition Programs. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

Team Lead, LAUNCH supports the LAUNCH Program along with three other team leads, each of whom have a team of LAUNCH Leaders. With their teams, they run weekly meetings to create community, as well as to help their leaders prepare for the upcoming sessions, deal with student issues, and continue to grow. The Team Lead, LAUNCH is also responsible for facilitating training sessions for the LAUNCH Leaders during Spring Training, Summer Training, and Fall Training. Each Team Lead, LAUNCH will also have their own portfolio, in which they are able to work on projects to help the LAUNCH program grow.

Team Lead, LAUNCH 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:

- Student of UTM in good academic standing
- Successful completion of EDS/UTM377 required.
- Leadership and team development
- Excellent time management
- Strong oral and written communication
- Organizational skills and attention to detail
- Knowledge of LAUNCH Program and Curriculum
- Strong facilitation skills
- Cross-cultural awareness
- Values team work, working effectively with others as well as independently
RESPONSIBILITIES:
A. TEAM SUPPORT & DEVELOPMENT
   • Lead a stream team of LAUNCH leaders through weekly meetings, one on ones, and trainings.
   • Provide feedback and support for stream team throughout the year.
   • Develop community within your team.
   • Facilitate conversations and discussions around the sessions being presented to help your team grow and learn from one another.
   • Meet with SSC O&T weekly to discuss team and program.

B. TRAINING & CURRICULUM DEVELOPMENT
   • Facilitate and create training sessions to be delivered to the LAUNCH leaders.
   • Help revise and explain curriculum each week to the LAUNCH leaders.
   • Work with SSC O&T to evaluate the curriculums, and look at ways to best revise and change them moving forward.

C. PROGRAM SUPPORT
   • Each Team Lead, LAUNCH is in charge of one portfolio additional to their stream team, which is decided upon during LAUNCH Team Leader Training.
   • Provide additional support for program by attending socials, events, and other LAUNCH related programming.

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;
   • 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 2020/2021.
G. ADDITIONAL DUTIES

- Additional duties as assigned by a Student Engagement Coordinator.