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


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, 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. Finally, the Summer Team Lead, LAUNCH will help the Student Success Coordinator, Orientation & Transition programs prepare for the coming LAUNCH year.

Team Lead, LAUNCH 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:

- 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 teamwork, working effectively with others as well as independently

SUMMER RESPONSIBILITIES:

A. SCHEDULE AND ORGANIZE LAUNCH LEADERS
   - Collect class schedules and create the LAUNCH schedule for the 2020 year.
   - Organize LAUNCH Leaders into Stream Teams.

B. CONNECT WITH CAMPUS PARTNERS
   - Reach out to Campus Partners to organize and schedule them into training, and into their sessions.
   - Create and seek new opportunities for Campus Partners to get involved in LAUNCH.

C. PLAN TRAINING
   - Plan the LAUNCH Summer and Fall Training.
   - Book the rooms for trainings, and ensure staff are reminded.
   - Connect with Campus Partners to ensure they are able to attend.

D. COMMUNICATION & OUTREACH
   - Summer Team Lead is the first point of contact for LAUNCH Leaders, so responded to questions and inquiries as they come in.
   - Keep LAUNCH Leaders informed of what is coming up for them, and aware of any tasks or changes over the summer.
   - Help promote LAUNCH over social media, email, and other platforms to encourage enrollment.

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

F. 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.

G. 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.

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

FALL/WINTER RESPONSIBILITIES:

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

N. 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.

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