Student Organization Support Job Family

Department: Centre for Student Engagement

Nature and Scope:
Student organization support roles provide outreach and training to student organizations related to programs and initiatives overseen by the Centre for Student Engagement including building student community, the Co-Curricular Record and UTM Engage App. Student organization support roles also support student clubs and groups in navigating university processes. Staff are required to be available for weekly team meetings, recruitment and outreach activities.

Jobs in the Community Engagement Program Development Family include:
• CCR Assistant
• Student Organizations Assistant
• UTM Engage Assistant

Duties and Responsibilities:
• Craft frequent communication messages and disseminate information to build relationships with clubs and groups
• Provide training, advice and/or support to student clubs groups
• Develop innovative and interactive tabling and outreach activities throughout the academic term
• Monitor U of T email account daily for work-related emails
• Attend weekly team meetings
• Participate in team socials and teambuilding

Training & Commitments:
• Attend Student Leadership Training (August 31, 2020 – September 4, 2020)
• Support large-scale CSE events including UTM Orientation (September 5, 2020 – September 12, 2020) and Exam Jam (TBC)
• Assist with the recruitment and hiring process in Winter 2021;
• Attend one-on-one meetings with the supervisor/Team Lead regularly.

Additional Duties:
• Additional duties as assigned by the supervisor

Minimum Qualifications Required:
• Strongly Recommended: prior experience with being involved in a Club/Group/Society at the University
• Familiarity with policies related to clubs and groups is an asset
• Knowledge of the campus and its resources
• Strong oral and written communications
• Excellent time-management
• Cross-cultural awareness
• Must maintain a minimum CGPA of 2.0 while employed with CSE
• Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study
• Be legally able to work in Canada.
• The incumbent must be available for the training at the end of August.

Contract Period
Fall Term: Start August 31, 2020 and conclude in February 2021
**Exact dates to be confirmed at the time of an offer

Remuneration
• $15/hour
• 5-10 hours per week during the 2019/2020 Fall/Winter terms

Interested and qualified candidates will be able to submit applications from January 6, 2020 to January 24, 2020 at 12 noon.