CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2020/2021
Team Leader, Student Organizations, Interfaith, & Outreach


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 Leader, Student Organizations, Interfaith, & Outreach reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Sako Khederlarian, Student Engagement Coordinator, Student Organizations & Outreach. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Team Leader, Student Organizations, Interfaith, & Outreach will work to develop materials and content to support the over 150 student organizations on campus. This includes providing student leaders with information necessary to start a new student organization, to receive training on pertinent aspects of being a leader, and to develop opportunities to recognize student organizations for the positive impact they have had on the UTM community.

As well, Interfaith programming aims to teach students about the many faith and spirit based supports on campus, along with opportunities to engage with students from diverse beliefs. The team lead will work with a group of students to develop programming and outreach opportunities to teach the UTM community about campus faith groups and about faith related traditions.

Finally, the team lead will work closely with the Coordinator to continue updating and expanding the UTM Engage app and teaching the UTM community about the functions found within the app.

The Team Leader, Student Organizations, Interfaith, & Outreach 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:

- Minimum 1-year experience coordinating events and/or programs at UTM.
- Understanding of different faith and spirit based traditions, along with a commitment to working with a diverse group of staff, students, and partners.
- Strong cross-cultural awareness
- Excellent communication skills-written skills, including moderate design skills.
- Must be able to work flexible hours including evenings and occasional weekends
- Experience in developing and facilitating workshops and groups.
- Excellent interpersonal communication skills
- Excellent ability to manage and organize a diverse list of projects and tasks
- Moderate experience in marketing events through an online platform

SUMMER RESPONSIBILITIES:

A. MARKETING
   - Develop a year-long plan to showcase faith related holidays and traditions.
   - Develop a year-long plan to recognize student organizations throughout the year as the lead for the Ulife Student Group of the Month
   - Assist with the development of a fall UTM Engage App marketing plan, using all available social media, digital, and in-person outreach platforms

B. PROGRAM DEVELOPMENT
   - Support Supervisor when developing resources and content for Ulife student organizations
   - Support Supervisor in the development of Faith Week which runs in the fall semester

C. UTM ENGAGE APP
   - Update and revise UTM Engage navigation directions to ensure it is relevant for all students and campus partners

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

E. 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.

F. 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.

G. ADDITIONAL DUTIES
   - Additional duties as assigned by Student Engagement Coordinator.
FALL/WINTER RESPONSIBILITIES:

H. MARKETING
- Implement the year-long plan to showcase faith related holidays and traditions.
- Implement the year-long plan to recognize student organizations throughout the year as the lead for the Ulife Student Group of the Month
- Implement the fall UTM Engage App marketing plan, using all available social media, digital, and in-person outreach platforms
- Develop outreach and tabling initiatives to promote programs

I. PROGRAM DEVELOPMENT
- Support Supervisor when delivering resources and content for Ulife recognized student organizations
- Support Supervisor in the delivery of Faith Week

J. UTM ENGAGE APP
- Regularly monitor the UTM Engage App email to ensure prompt replies
- Delegate meetings between student staff and student organization leaders who require additional support with navigating the app

K. 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.

L. TEAM DEVELOPMENT
- Lead the weekly team meeting, including ensuring an agenda is set and minutes are recorded;
- Schedule regular one-on-ones with student staff;
- Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
- Participate in team socials and team building.

M. 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.
N. ADDITIONAL DUTIES

- Additional duties as assigned by a Student Engagement Coordinator.