Team Lead Job Family

Department: Centre for Student Engagement

Reports to: Student Engagement Coordinator

Nature and Scope

Team Lead jobs with the Centre for Student Engagement are responsible for managing a team of assistants that deliver co-curricular programs at the UTM campus. This position requires a student with strong communication skills, team building skills and strong understanding of co-curricular programs at the university.

Jobs in the Mentorship Family include:
- Team Lead – Leadership
- Team Lead – Communications
- Team Lead – Community Engagement
- Team Lead – Co-curricular Record
- Team Lead – Orientation
- Team Lead – Access
- Team Lead – Launch

Duties and Responsibilities
- Lead a group of students
- Have 1:1s with the students they lead
- Lead weekly team meetings
- Assist their coordinator/supervisor with the development of programs
- Help with training and development of teams
- Promote CSE program through fairs, tabling, social media, etc
- Monitor U of T email account daily for work-related emails
- Participate in team socials and teambuilding

Training & Commitments
- Attend Student Leadership Training
- Attend in-service training and development throughout the contract period;
- Assist with the recruitment and hiring process in Winter 2019;
- Attend 1:1 meetings with a Student Engagement Coordinator/Team Lead regularly.

Additional Duties
- Additional duties as assigned by a Student Engagement Coordinator.

Minimum Qualifications Required
- Strong public speaking skills
- Group Facilitation Ability
- Leadership
• Excellent time-management
• Cross-cultural awareness
• Knowledge of the campus and its resources
• One year of experience in a work-study role or equivalent experience is an asset
• 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

Summer, Fall, Winter term.

**Exact dates to be confirmed at the time of an offer.

Remuneration

• $14 - $16/ hour
• 5 – 15 hours per week during the 2019/20 Fall/Winter terms

Interested and qualified candidates will be able to submit applications between January 7, 2019 and February 8th at 12 noon.