

## **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 8<sup>th</sup> at 12 noon.**