



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**  
Institute for Leadership Education in Engineering

## **ILead Student Clubs Liaison**

**Job ID: 93976**

**Job Posting Information:**

Work-study Term	2017 – Spring-Summer
Campus Location	St. George
# of Vacancies	2
Start Date	Monday May 15, 2016
End Date	Monday August 8, 2016
Hours Per Week	5 - 8
Pay	\$15/hour

**Job Description:**

The Institute for Leadership Education in Engineering (ILead) is committed to the advancement of the engineering profession and society through excellence in leadership education, research, and practice. It inspires students, staff, and faculty to develop their leadership potential, to discover their passions, and to connect with others who want to be effective change agents. Throughout the academic year, we provide intentional leadership development programming and curriculum.

Under the direction of the Leadership Education Specialist, the Student Clubs Liaison will be responsible for:

- Outreach to and connecting with student organizations and newly elected club leaders with the goal of increasing knowledge and participation in ILead's Club Leaders Roundtable and other ILead initiatives
- Actively promoting to and recruiting individuals for the ILead Club Leaders Roundtable
- Maintaining and growing the 'UofT Engineering Club Leaders' Facebook Page and associated events.
- Promoting ILead initiatives that target club leaders
- Profiling clubs and keeping the club database up-to-date
- Assisting in the design of the Club Leaders Roundtable meetings and other potential workshops or initiatives



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*Skills and strengths needed*

- Networking: The ideal candidate has had success in building their own professional or organizational network, and is comfortable reaching out to people they have no previous relationship with
- Ideally someone with club experience and many connections in the Student Club Space
- Marketing and promotions experience would be an asset
- Persistence and resourcefulness in reaching out to organizations that may not be responsive is key
- Punctual, creative team player, can work independently, take initiative, is receptive to feedback, and communicates professionally

*Areas of interest that apply to this opportunity*

Student Societies, Leagues, Leadership, Clubs & Organizations

**Application Information:**

Deadline	Monday May 8th, 2017, 11:59 PM
Application Method	Please apply through the Career Learning Network (Job ID 93976)
Application Materials	Cover letter and resume in a single PDF

**Co-curricular Record:**

This role is CCR validated.

*Description to appear on the Co-Curricular Record:* The Student Clubs Liaison was responsible for outreach, networking, and promotion to build up a set of leadership programming initiatives. The Liaison built relationships and made connections between student organizations and ILead, developed and executed a promotions plan, and assisted in planning and developing meetings and workshops.

*Anticipated competencies gained from this position (these will be verified at the end of the term):*

- Communication
- Decision-making and action
- Fostering inclusivity and equity
- Leadership
- Social intelligence
- Strategic thinking