



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

Leadership Lab Facilitator

4 Positions Available

Purpose

This year ILead is forming a dynamic student team of leaders that will contribute to workshops and events, as well as cultivate a community of leadership development in engineering. The Student Leadership Facilitators will be part of this team along with a Communication Assistant, Photographer, Student Club Liaisons, and Community Engagement Coordinators.

Under the supervision of the Leadership Education Specialists, and other ILead staff, a team of students facilitate, provide feedback on, and design a series of leadership development workshops for both undergraduate and graduate students (ILead Leadership Labs). The Facilitators will leverage their experience as student leaders and facilitators to engage others in knowledge development and skills practice.

Qualifications

Education

Current undergraduate and graduate engineering students are encouraged to apply.

Experience

Experience facilitating meetings, retreats, or workshops in student organizations, ideally in leadership positions. Participation in ILead elective courses or programs such as the Faculty-Wide Summer Program, Summer Fellowship, or The Game is preferred. Experience working in an engineering environment as a summer intern or Professional Experience Year (PEY) student is an asset, but not required.

Skills

Demonstrated group facilitation skills, excellent communication skills (listening, speaking, presenting), strong organizational skills, ability to give and receive peer feedback, knowledge of core leadership concepts.

Other

Must be able to energize and engage large groups with deep commitment to developing others and a passion for education and engaging with the engineering student community.

Duties

Group Facilitation, Workshop Delivery & Peer Feedback (40%)

- Develops working knowledge of various workshop materials as necessary.
- With support from ILead staff, prepares for and co-facilitates 2-3 leadership lab workshops per term.
- Observes up to 2 workshops per term as an observer/assessor, and provides detailed constructive feedback to peers and ILead staff on their facilitation performance.

Program Development (25%)

- Lead the development of a new Leadership Lab workshop, to be delivered in the winter semester, in collaboration with ILead Staff.
- Assist in the development and improvement of existing workshops.

Training, Meetings and Personal Development (25%)

- Participates in training sessions to develop mastery of group facilitation skills, personal leadership awareness, and team skills.
- Engages in personal development planning and continuous skill improvement as a leader and facilitator with the support and mentorship of ILead staff and other team members.
- Participates in bi-weekly ILead student team meetings for the learning and development of team members and programs (Labs, events, media etc)

Supporting Other Student Team Members (10%)

- Supporting ILead student ambassadors in marketing, promotions, and events
- Supporting communications assistant in developing content for ILead channels (contributing to: articles, videos, stories, reflections)
- General peer feedback across the whole Student Team

Hours and Compensation

- September 2017 – March 2018
- 5-8 hours per week (no more than 12 hours per week)
- \$15/hour

Application Materials

Candidates should send a resume and 1-page statement of interest/cover letter. In your statement of interest, please tell us what interests you about the position, your previous group facilitation experience, and any substantial commitments you have in the 2017-2018 academic year outside of class.