



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

Leadership Lab Facilitator

4 Positions Available

Purpose

ILead (Troost Institute for Leadership Education in Engineering) is forming a dynamic team of student leaders who will work together to cultivate a community that values leadership development in the Faculty of Applied Science & Engineering. The Student Clubs Liaison will be part of this team along with the Digital Content Specialist, Community Animators, Photographer, and Leadership Lab Facilitators.

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 or graduate engineering students.

Skills and Experience

- Demonstrated group facilitation skills
- Excellent communication skills (listening, speaking, presenting)
- Strong organizational skills (time management, content organization)
- Ability to give and receive peer feedback
- Knowledge of core leadership concepts
- Experience facilitating meetings, retreats, or workshops in student organizations (ideally in leadership positions)

- Participation in ILead elective courses or programs such as the FIELD 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
- 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 and 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 weekly student facilitator meetings for workshop planning, feedback, and personal development activities

Collaborate - Student Team (10%)

- Attend monthly student team meetings to provide updates on your role, listen to updates from other student team members, and seek and provide feedback
- Supporting ILead student ambassadors in marketing, promotions, and events

- Participate in training sessions to develop personal leadership awareness and team skills
- Engage in personal development planning and continuous skill improvement with the support and mentorship of ILead staff and other members from the student team

Hours and Compensation

- September 2018 – April 2019
- 5-8 hours per week (no more than 12 hours per week)
- \$15/hour

Application Materials

- Resume
- Statement of Interest/Cover Letter indicating what interests you about the position, your previous group facilitation experience, and any substantial commitments you have in the 2018-19 academic year outside of class.

Interviews will take place in mid-August.