



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

Student Clubs Liaison

1 Position 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.

Qualifications

Education

Current undergraduate or graduate engineering students.

Skills and Experience

- 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

Duties

Outreach, Promotion & Facilitation

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

Training, Meetings and Personal Development

- Participates in training sessions to develop mastery of relevant skills, personal leadership awareness, and team skills.
- Engages in personal development planning and continuous skill improvement as a leader and in outreach 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.)

Collaborate - Student Team

- 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

- Cover letter and resume

Interviews will take place in mid-August.