



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

Student Clubs Liaison

Job ID 148123

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 four Community Animators, a Digital Content Specialist, a Data Analyst, and Photographer.

Education

Current undergraduate 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, promotions, or event planning experience would be an asset
- Persistence and resourcefulness in reaching out to organizations and individuals 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, and Event Planning

- Outreach to and connecting with student organizations and new 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 Skule Club Leaders' Facebook Page and associated events.
- Assisting in the planning of events or workshops that target club leaders
- Profiling clubs and keeping the club database up-to-date

Student Team Development and Meetings

- Attending monthly student team meetings to provide updates on your role and seek and provide feedback
- Supporting other student team members 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 2019 – April 2020
- 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 late-August.