



**KINections Career Development Program Assistant  
Faculty of Kinesiology & Physical Education**

*Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada’s top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.*

*The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups, and their lived experience shall be taken into consideration as applicable to the posted position.*

<b>Application Due Date:</b>	August 27, 2026 at 11:59 pm ET
<b>Number of Positions:</b>	1
<b>Rate of Pay:</b>	\$17.60/hour
<b>Position Start Date:</b>	September 2026
<b>Position End Date:</b>	March 31, 2027
<b>Number of Hours per week:</b>	No more than 15 hours per week
<b>Classification:</b>	Work Study (pending approval)
<b>Summary:</b>	<p>KINections is a co-curricular student life initiative to develop and enhance a sense of community and belonging for KPE students. KINections aims to improve the overall well-being of KPE students through pillars of connection: Mentorship; Health and Wellness; Community Engagement; Career Development; Research Exploration; Global Citizenship and Equity, Diversity and Inclusion. Each of these pillars has a working group of student representatives.</p> <p>This program will focus on developing and delivering events and activities for KPE students, by KPE students, complementing academic experience.</p> <p>The Career Development pillar helps students build community and a sense of connection in the Faculty through faculty and alumni connections.</p>

By participating in the Work Study program, the KINections Career Development Program Assistant will have a work-integrated learning experience through opportunities to:

- Develop and articulate workplace skills and competencies such as planning, coordinating, and implementing through assisting with the development of programs and initiatives
- Gain experience and knowledge in administrative skills such as creating and managing meeting agendas, minutes, and attendance tracking
- Foster an understanding of best practices in event execution including action plans, workback schedules, and final reports
- Build workplace experience and networks through communicating and collaborating with a diverse team of staff, alumni, students, and faculty
- Support workplace experience, self-knowledge, and a sense of belonging through intercultural competency training
- Bridge academic studies with workplace skills by leading the creation and implementation of initiatives around physical activity and health, while ensuring equity and inclusivity
- Reflect on how this experience translate to career possibilities through ongoing conversations with supervising staff to discuss applicable learnings and communicating your new skills to future employers

**Availability:**

- You must be accessible for at least one weekly check-in with your supervisor from Monday to Friday; the weekly check-in day(s) and time(s) will be set so as to be mutually convenient and scheduled in advance
- You will be expected to attend full team meetings several times a year
- While there is some flexibility with work hours, there are some firm deadlines that must be met in order to meet our deliverables. Firm deadlines will be communicated by your supervisor.

**Expectations:**

- You will be expected to independently manage your duties and hours weekly and enter all hours worked for review by your supervisor adhering to all deadlines

	<ul style="list-style-type: none"> <li>• In this position you will have access to confidential information. You will be required to sign a confidentiality agreement ensuring that you manage confidential information appropriately.</li> <li>• You must have access to a computer, internet, webcam, mic and smartphone</li> </ul>
<b>Minimum Qualifications:</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Must be a University of Toronto St. George campus student enrolled for 2026/2027 school year at the <b>Faculty of Kinesiology and Physical Education</b>. All years of undergrad, graduate (including MKin, MSS) are encouraged to apply.</li> <li>• Please ensure you meet all work study program eligibility requirements as set out on the <a href="#">CLNx site</a> before applying to this role.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Reliability, punctuality and maturity are essential</li> <li>• Interested in student engagement</li> <li>• Excellent oral and written communication skills</li> <li>• Strong organizational and time management skills</li> <li>• Problem solving ability</li> <li>• Appreciation of diversity, equity, and inclusion, and respect for individual choices</li> <li>• Knowledge of Microsoft Office, Sharepoint and Canva an asset</li> </ul>
<b>Method of Application</b>	<p>Students will formally apply for this role in August when the posting will be live on CLNX.</p> <p>No applications will be accepted until August, 2026. We will send an email to all KPE students when the posting is live on CLNX.</p>
<b>Contact Information:</b>	<p>If you have questions about this work study opportunity, you can connect with Meiyen Lee, at <a href="mailto:kinnections@utoronto.ca">kinnections@utoronto.ca</a></p>
<b>Date Posted:</b>	<p>Officially posted on CLNX in August 2026.</p>
<b>Vacancy Status</b>	<p><input checked="" type="checkbox"/> Existing vacancy      <input type="checkbox"/> Newly created position</p>
<b>Will Artificial Intelligence be used in this hiring process?</b>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>