



# MoveU

## Program Assistant



**POSITION TITLE:** MoveU Program Assistant  
**NUMBER OF OPPORTUNITIES:** 1  
**DEPARTMENT:** Faculty of Kinesiology & Physical Education  
**PAY RATE:** \$14.00/hour  
**HOURS:** 5-10 hours per week from May 2018 to August 2018

### Overview of MoveU:

MoveU is a tri-campus initiative launched in 2012, which aims to promote physical activity as a wellness strategy. A central message of the campaign is making physical activity accessible, and that being active doesn't mean taking a break from your real work. Rather, being active is you at your most productive. Students are encouraged to engage in physical activity as a stress reliever, a brain booster, and a social opportunity to improve their quality of life. Many of the initiatives and events are centered on this idea.

Under the direction of the Assistant Manager, Physical Activity the Program Assistant will be responsible for:

- assisting in the planning of the 2018-2019 MoveU Crew activity plan
- assisting in the planning of the 2018-2019 MoveU Crew training
- connecting with college and faculty representatives to create opportunities for MoveU outreach
- coordinating scheduling of and staffing for MoveU events
- representing the MoveU Crew and the Faculty of Kinesiology & Physical Education as requested

### Qualifications:

- Must be a University of Toronto St. George student enrolled in 1.0 credits over the 2018 summer session
- Qualify for the Work Study Program
- Reliability, punctuality and maturity are essential
- Event coordination
- Interested in programming
- Excellent oral and written communication skills
- Strong organizational skills
- Problem solving ability
- Ability to work independently
- Appreciation of diversity issues and respect for individual choices
- Knowledge of Word, Excel and PowerPoint software and google drive
- Knowledge of Adobe Suite considered an asset

**Co-curricular Record Competencies developed:**

- Communication
- Goal-setting and prioritization
- Project management
- Community and Civic Engagement
- Team Work
- Critical Thinking

**Please apply with resume, cover letter, and CCR by April 8 2018 to:**

Kate Moore

Assistant Manager, Physical Activity

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