KINections Career Development Program Assistant

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 racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>August 31, 2022</th>
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<tbody>
<tr>
<td>Number of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>Rate of Pay:</td>
<td>$15.90 / hour</td>
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<tr>
<td>Position Start Date:</td>
<td>September 6, 2022</td>
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<tr>
<td>Position End Date:</td>
<td>March 31, 2023</td>
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<tr>
<td>Number of Hours per week:</td>
<td>5 – 12 hours / week.  Max of 15 hours / week. 200 hours max Sept 6 – March 31.</td>
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<td>Classification:</td>
<td>Work Study</td>
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<td>Summary:</td>
<td>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; Global Citizenship; Community Engagement; Career Development; Research Exploration; and Equity, Diversity and Inclusion. Each of these pillars has a working group of student representatives. A description of each of the pillars is available on the application form. This program will focus on developing and delivering events and activities for KPE students, by KPE students, complementing academic experience. The Program Assistant will support the development and delivery of the Career Development pillar activities. Proposed activities will include setting up an Alumni: Student Career Cafés events, both virtual and in person. Other initiatives may be developed by the pillar members. Under the direction of the Career Development Lead, the Program Assistant will be responsible for:</td>
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<td>Minimum Qualifications:</td>
<td>Education:</td>
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| **As**isting in the planning of the 2022 - 23 activity plan  
**As**isting with the development of programs and initiatives  
**P**romoting and organizing events  
**Ad**ministrative support for the pillar and working groups  
**O**rganization and maintenance of the all materials related to the pillar activities, including but not limited to creation and file management of pillar meeting agendas and minutes, tracking meeting and activity attendance, activity plans and workback schedules and final reports  
**M**aintaining communication with alumni panelists, pillar members and groups collaborating and supporting the pillar activities  
**C**onnecting with student representatives to create collaborative opportunities  
**C**oordinating, scheduling and staffing/ volunteers for pillar meetings and activities  
**P**resenting the KINections initiative and the Faculty of Kinesiology & Physical Education as requested | **E**ducation:  
Must be a University of Toronto St. George student enrolled for 2022/2023 school year at the **F**aculty of Kinesiology and Physical Education. All years of undergrad, graduate (including MPK) are encouraged to apply.  
Domestic undergraduate and graduate degree students enrolled in at least 40% course load continuously from September to April, totaling, at least 2.0 credits (e.g. the minimum would be 0.5 credits in one session and 1.5 credits in the other).  
International undergraduate and graduate students studying on a full-time basis (part-time NOT eligible), continuously from September to April (check your enrollment status on ACORN), subject to federal government requirements (please see the Government of Canada website for rules and regulations).  
Qualify for the Work Study Program - Learn more here [https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws.htm](https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws.htm)  
**S**kills:  
Reliability, punctuality and maturity are essential  
Interested in student engagement  
Excellent oral and written communication skills  
Strong organizational and time management skills  
Problem solving ability  
Ability to work independently  
Appreciation of diversity issues and respect for individual choices  
Knowledge of Microsoft Office, Sharepoint and Canva an asset |
You must have access to a computer, internet, webcam, mic and smartphone.
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 independently manage your duties and hours weekly and enter all hours worked on a time sheet for review by your supervisor adhering to all deadlines.
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.
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.
Below are the competencies for this role. Students will select 3 to appear on their co-curricular record.
Communication
Critical thinking
Goal-setting and prioritization
Professionalism
Project management
Teamwork
Other: Please note that final confirmation of this position is dependent on approval by the work study program.

Interviews will take place the first week of September, 2022.

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<tr>
<th>Method of Application</th>
<th>Logon to the Career Learning Network with your Utor ID. Search work study positions and search by Job ID 205933</th>
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<tr>
<td>Contact Information:</td>
<td><a href="mailto:Kinections@utoronto.ca">Kinections@utoronto.ca</a></td>
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<tr>
<td>Date Posted:</td>
<td>August 25, 2022</td>
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