## KINections Mentorship 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 25, 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 15 hours / week max. 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. This program will focus on development and delivering events and activities for KPE students, by KPE students, complementing their academic experience. The KINections Mentorship Program Assistant will support the planning, coordination and implementation of mentorship opportunities and various initiatives focused on building KPE student community. Under the direction of the Mentorship Lead, the Program Assistant will be responsible for: Promoting and organizing events Assisting with the development of programs and initiatives Assisting in the planning of the 2022 - 23 activity plan Administrative support for the pillar and working groups</td>
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</table>
Developing resources for student volunteer activities
Organization and maintenance of the all materials related to the pillar activities, including but not limited to creating and file management of pillar meeting agendas and minutes, tracking meeting and activity attendance, activity plans and workback schedules and final reports
Maintaining communication with pillar members and groups collaborating and supporting the pillar activities
Connecting with student representatives to create collaborative opportunities
Coordinating, scheduling and staffing/ volunteers for pillar meetings and activities
Presenting the KINnections initiative and the Faculty of Kinesiology & Physical Education as requested

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

Minimum Qualifications:

Education:
Must be a University of Toronto St. George student enrolled for 2022/2023 school year at the Faculty 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

Skills:
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.

**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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<thead>
<tr>
<th><strong>Method of Application</strong></th>
<th>Logon to the Career Learning Network with your Utor ID. Search work study positions and search by Job ID 205968</th>
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<tbody>
<tr>
<td><strong>Contact Information:</strong></td>
<td><a href="mailto:Kinections@utoronto.ca">Kinections@utoronto.ca</a></td>
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<tr>
<td><strong>Date Posted:</strong></td>
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