



MoveU

Program Assistant



POSITION TITLE: MoveU Program Assistant
NUMBER OF OPPORTUNITIES: 2
DEPARTMENT: Faculty of Kinesiology & Physical Education
PAY RATE: \$14.00/hour
HOURS: 10 hours per week from August 2019 to February 2020

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 2019-2020 MoveU Crew activity plan
- organization and maintenance of the 2019-2020 MoveU Crew Calendar
- Maintaining the MoveU Crew email and communication with groups requesting MoveU services
- connecting with college and faculty representatives to create opportunities for MoveU outreach
- coordinating scheduling of and staffing for MoveU events with MoveU Team Lead
- representing the MoveU Crew and the Faculty of Kinesiology & Physical Education as requested

Qualifications:

- Must be a University of Toronto St. George student enrolled for 2019/20 school year in good academic standing
- 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

Incumbents MUST be available for mandatory training late August 2019.

Please apply with resume, cover letter, and CCR by April 7 2019 to:

Rachel Tennant

Assistant Manager, Physical Activity

Faculty of Kinesiology and Physical Education | University of Toronto

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