There is a page from a document that contains information about a job position. The job title is MoveU Program Assistant. The position requires a University of Toronto St. George student enrolled for the 2019/20 school year in good academic standing. Qualifications also include reliability, punctuality, maturity, event coordination, strong organizational skills, problem-solving ability, ability to work independently, appreciation of diversity issues, and knowledge of Word, Excel, and PowerPoint software and Google drive. The job involves assisting in the planning of the 2019-2020 MoveU Crew activity plan, organization and maintenance of the 2019-2020 MoveU Crew Calendar, and maintaining the MoveU Crew email and communication with groups requesting MoveU services. The position also involves coordinating scheduling of and staffing for MoveU events with MoveU Team Lead and representing the MoveU Crew and the Faculty of Kinesiology & Physical Education as requested. The pay rate is $14.00 per hour, and the hours are 10 hours per week from August 2019 to February 2020. The overview of 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:
• 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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