



KINections Executive 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.

Deadline: April 30, 2023

Number of Positions: 3

Rate of Pay: \$15.90 / hour

Position Start Date: September 5, 2023

Position End Date: March 31, 2024

Number of Hours per week: 5 – 12 hours / week

Classification: Work Study

Summary: 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 KINections Executive program assistant will support the executive committee and pillar groups, promoting collaboration across the pillars.

Under the direction of the KINections Coordinator, the Program Assistants will be responsible for:

	<ul style="list-style-type: none"> • Administrative support, for the Executive Committee through meeting invitations, development of meeting agenda's and minutes, and meeting facilitation • Maintaining communication and developing collaborations across pillars to enhance overall engagement and connection for pillar work-study leads and volunteers • Supporting pillar initiatives by attending pillar meetings, and contributing to the development and delivery of pillar activities and events with an eye to enhancing collaboration and consistency between pillar groups • Assisting with researching and developing training materials • Organization and maintenance of materials related to the pillar activities, including but not limited to tracking meeting and activity attendance and feedback surveys • Connecting with student representatives to create collaborative opportunities and promote all KINections activities and events • Presenting the KINections initiative and the Faculty of Kinesiology & Physical Education as requested <p>Co-curricular Record Competencies developed. Student will select up to 3 to appear on their Co-curricular record.</p> <ul style="list-style-type: none"> • Collaboration • Communication • Critical thinking • Decision-making and action • Goal-setting and prioritization • Project management
Minimum Qualifications:	<p>Education:</p> <p>Must be a University of Toronto St. George student enrolled for 2023/2024 school year at the Faculty of Kinesiology and Physical Education. All years of undergrad, graduate (including MPK) are encouraged to apply.</p> <p>Eligibility rules for the 2022-23 year were as follows: 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).</p> <p>International undergraduate and graduate students studying on a full-time basis (part-time NOT eligible), continuously from September to April (check</p>

	<p>your enrollment status on ACORN), subject to federal government requirements (please see the Government of Canada website for rules and regulations).</p> <p>Qualify for the Work Study Program - Learn more here https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws.htm</p> <p>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 meeting 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.</p> <p>Other: Please note that final confirmation of this position is dependent on approval by the work study program, and you will be required to apply through the CLNX website when positions are approved in mid-august. Early application and interview will result in fast-track hiring in the fall.</p>
Method of Application	<p>Please apply to KINections no later than April 30, 2023 Cover letter, resume, co-curricular record and copies of all relevant certifications must be provided before your interview</p> <p>Interviews will take place May 15 – 26, 2023 for positions starting in September 2023, pending approval by the work study program. Resume and cover letter to be emailed to: KINections@utoronto.ca Subject line should include title of position.</p>

Contact Information:	kinnections@utoronto.ca
Date Posted:	April 13, 2023