



## KINections Research Exploration 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:** 1

**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.

This program will focus on development and delivering events and activities for KPE students, by KPE students, complementing their academic experience.

The Research Exploration pillar aims to foster the culture of research at KPE. Students engaged in research and innovation grow through experiential learning, and the benefits are far-reaching. This initiative will provide opportunities for students to learn and participate in research, promoting and facilitating programs and connecting students with faculty members. Under the direction of the Research Exploration Lead, the Program Assistant will be responsible for:

- Assisting in the planning of the 2023 - 24 activity plan

	<ul style="list-style-type: none"> <li>• Assisting with the development of programs and initiatives</li> <li>• Promoting and organizing events</li> <li>• Administrative support for the pillar and working groups</li> <li>• Developing resources for student volunteer activities</li> <li>• 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</li> <li>• Maintaining communication with pillar members and groups collaborating and supporting the pillar activities</li> <li>• Connecting with student representatives to create collaborative opportunities</li> <li>• Coordinating, scheduling and staffing/ volunteers for pillar meetings and activities</li> <li>• Presenting the KINections initiative and the Faculty of Kinesiology &amp; Physical Education as requested</li> </ul> <p>Below are the competencies for this role. Students will select 3 to appear on their co-curricular record.</p> <p>Communication Critical thinking Goal-setting and prioritization Professionalism Project management Teamwork</p>
<b>Minimum Qualifications:</b>	<p><b>Education:</b> 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 <b>were</b> 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 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 <a href="https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws.htm">https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws.htm</a></p>

	<p><b>Experience:</b> Preference will be given to graduate or upper year students with research experience</p> <p><b>Skills:</b>  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.</p> <p><b>Other:</b> 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>
<b>Method of Application</b>	<p>Please apply to <a href="#">KINections</a> 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><b>Interviews will take place May 15 – 26, 2023 for positions starting in September 2023, pending approval by the work study program.</b>  <b>Resume and cover letter to be emailed to: <a href="mailto:KINections@utoronto.ca">KINections@utoronto.ca</a></b>  <b>Subject line should include title of position.</b></p>
<b>Contact Information:</b>	<b><a href="mailto:kinections@utoronto.ca">kinections@utoronto.ca</a></b>

<b>Date Posted:</b>	<b>April 13, 2023</b>
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