



MoveU

Program Assistant



POSITION TITLE: MoveU Program Assistant

NUMBER OF OPPORTUNITIES: 2

DEPARTMENT: Faculty of Kinesiology & Physical Education

PAY RATE: \$15.00/hour

HOURS: 10 hours per week from August 2021 to February 2022

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:

- Managing the MoveU email and responding to all MoveU requests
- Assisting in the planning of the 2021-2022 MoveU Crew activity plan
- Organization and maintenance of the 2021-2022 MoveU Crew Calendar
- Assisting in the planning of the 2021-2022 MoveU Crew training
- Coordinating scheduling of and staffing for MoveU events with MoveU Team Lead
- Connecting with college and faculty representatives to create opportunities for MoveU outreach
- Coordinating scheduling of and staffing for MoveU events, both online and in-person
- Representing the MoveU Crew and the Faculty of Kinesiology & Physical Education as requested
- Other tasks as directed by the Assistant Manager, Physical Activity

MINIMUM QUALIFICATIONS:

Education:

- University of Toronto St. George student enrolled for 2021/22 school year, and in good academic standing.
- Qualify for the Work Study Program

Skills:

- Reliability, punctuality and maturity are essential
- Event coordination experience

- 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 Microsoft Word, Excel, Teams and PowerPoint software
- 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 August 2021

Please apply with resume, cover letter, and portfolio by April 9, 2021 to:

Kate Moore

Assistant Manager, Physical Activity

Faculty of Kinesiology and Physical Education | University of Toronto

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