

Term Posted: 2020 Spring/Summer

Campus Location: St. George

Work Study Position Title: Health Studies Communication Coordinator

Job ID: 164033

of Vacancies: 2

Start Date: 05/11/2020

End Date: 08/07/2020

Hours Per Week: 9-12

Degree/Credential Level: Any of the Above

Position Description & Qualifications:

The student will work with the Director of Health Studies and University College staff to coordinate the communication activities of the Health Studies Students' Union (HSSU) and to assist with other program communication. The student will update/maintain the Health Studies website; assist in the development, production and distribution of a new program pamphlet and other program communication materials; and, assist in the development of an online "graduate program fair" for the fall semester.

All work for this position will be undertaken remotely; meetings with supervisor will take place once per week online using MS Teams or Bb Collaborate, and other work (e.g., work that has been completed) will be shared online. The student would need access to a computer and the internet; the student would also need access to a webcam and microphone (preferred), OR a phone.

Familiarity with basic website and social media design and management would be an asset in this position. Attention to detail, good written communication skills, and an ability to work in a team would also be important. Past or current involvement with the Health Studies Students' Union would be an asset.

Briefly describe how you plan to supervise your Work Study student(s) and support their work and professional development remotely: All work for this position will be undertaken remotely; meetings with supervisor will take place once per week online using MS Teams or Bb Collaborate, and other work (e.g., work that has been completed) will be shared online.

Position Type: Event Planning and/or Marketing Assistant

Most relevant anticipated competencies:

- Collaboration
- Decision-making and action
- Goal-setting and prioritization
- Leadership
- Professionalism
- Teamwork

This opportunity usually occurs during the following days/hours:

- Monday-Friday
- Variable Hours

Areas of interest that apply to this opportunity:

- Education
- Personal & Professional Development

Description to appear on the Co-Curricular Record:

Health Studies Communication Coordinator helped to develop communication materials for the Health Studies program and the Health Studies Students' Union. The student developed skills in written communication, web and social media design and management, and worked as part of a team.

Application Information

Application Deadline: May 29, 2020 11:59:00 PM

Application Procedure: Through Career Learning Network

Application Material Required:

- Cover Letter
- Resume

Division/Department/Unit

- Organization: University of Toronto
- Division: University College
- Supervisor's Name: Sarah Wakefield
- Supervisor's Title: HST Program Director