

Term Posted: 2020 Spring/Summer

Campus Location: St. George

Work Study Position Title: Health Studies Director's Assistant

Job ID: 163886

of Vacancies: 1

Start Date: 05/11/2020

End Date: 08/07/2020

Hours Per Week: 9-12

Degree/Credential Level: Bachelor in progress

Position Description & Qualifications: The student will work with the Director of Health Studies and University College staff to assist with the development of the Health Studies program. The student will help with developing content for the Health Studies website; assist in the development, production and distribution of program communication materials; support the collection of data (including student feedback) related to the program; and assist in the future development of the program, including the creation of related planning reports and other documents. Student would also provide some support to the Health Studies Advisory Board.

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.

An interest in understanding how program decisions are made, as well as solid word-processing and document design skills, 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 a significant 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: Finance/Administrative Assistant and Customer Service Support

Most relevant anticipated competencies:

- Collaboration
- Communications and Media
- Decision-making and action
- Goal-setting and prioritization
- Strategic thinking
- Teamwork

This opportunity usually occurs during the following days/hours:

- Monday-Friday
- Variable Hours

Areas of interest that apply to this opportunity:

- Education
- Governance, Boards, Councils & Committees
- Health & Wellness
- Language & Writing Skills
- Learning & Academic Skills
- Media & Communications
- Personal & Professional Development
- Student Societies, Leagues, Clubs & Organizations

Description to appear on the Co-Curricular Record: The Health Studies Director's Assistant helped to develop strategic planning materials for the Health Studies program. The student developed skills in written communication, document design, research design and analysis, and worked with multiple stakeholders 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: Health Studies Director