



UNIVERSITY OF TORONTO

MISSISSAUGA

Centre for Child Development, Mental Health, and Policy

## Job Posting for Fall/Winter 2023

<b>Job Title:</b>	CLN Job ID#226666 – Assistant to the Director
<b>Contract Period:</b>	Five-month contract to begin immediately. Possibility of extension based on performance.
<b>Hours:</b>	8–10 hours/week
<b>Remuneration:</b>	\$20/hour
<b>Deadline to apply:</b>	September 10, 2023

### Job Description:

The Centre for Child Development, Mental Health, and Policy at the University of Toronto Mississauga is seeking a part-time **Assistant to the Director**. This person will assist the Director in a variety of tasks, including creating agendas and taking minutes for online meetings, coordinating website updates, and event planning. They will be comfortable and willing to work under tight timelines and handle last-minute tasks with variable hours.

This is an excellent opportunity for a student who is interested in gaining experience in non-profit administration and communications, as well as working with international partners. More information on our lab and research projects can be found at [www.utm.utoronto.ca/ccdmp](http://www.utm.utoronto.ca/ccdmp).

The remote position will begin immediately with paid training time. There is a possibility of extending the position and we hope to find a student who is interested in possibly staying in this role for a longer period (up to a year). The student will be compensated in accordance with the University of Toronto Mississauga Student Union regulations.

### Skills & Requirements

- UofT student in Psychology, Management, Communications, or related discipline at the University of Toronto
- Administrative experience preferred
- Highly organized and able to prioritize
- Detail-oriented
- Strong written and oral communication skills, proofreading experience is an asset
- Ability to conduct themselves professionally in both written and verbal communications

### **Application Materials**

Please send in one .pdf file (file name: FirstNameLastName\_Assistant) to Chanel Tsang at [ccdmp@utoronto.ca](mailto:ccdmp@utoronto.ca).

- Cover letter (including program and year of study, statement of interest and relevant experience, where you saw this job posting)
- Resume or curriculum vitae
- Academic transcript (unofficial screenshots from ROSI/ACORN are acceptable)

Interviewed students will be expected to provide 1–2 references speaking to their professional ability *after* the interview.

**The application deadline is September 10, 2023.**

**We thank all applicants for their interest, however only those candidates selected for interview will be contacted.**

### **Diversity Statement**

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, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

### **Accessibility Statement**

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact [ccdmp@utoronto.ca](mailto:ccdmp@utoronto.ca).