



**Job Posting for Winter-Spring 2024:
Knowledge Translation Assistant (CLNx Job ID: 229833)**

Contract Period: Five-month contract to begin January 2024. Possibility of extension based on performance.

Hours: 10-12 hours/week

Remuneration: \$17/hour

Deadline to apply: December 6, 2023



Image: Watercolour-style artwork depicting a mirror image of a person with longer hair, they are holding a plant. The words "empathy for others" appears above head.

Job Description:

The Centre for Child Development, Mental Health, and Policy (Director: Dr. Tina Malti) at the University of Toronto Mississauga is seeking a part-time **Knowledge Translation Assistant** for our [p.i.o. Project](#). [The p.i.o. Project](#) is the knowledge translation hub for our research lab and current initiatives include a child development magazine, children's art workshops, and collaboration with community organizations (e.g., mental health day).

The student will learn essential project management and community engagement skills and have the opportunity to work with both research team members studying children's social-emotional development and mental health, artists, and community partners and members. This is an excellent opportunity for a student who is interested in gaining experience in developmental psychology, the arts, and community development. More information on our lab and research projects can be found at www.utm.utoronto.ca/ccdmp.

This hybrid position will begin immediately with paid training time. Work schedule is flexible; however candidate must be able to meet deadlines and remain available for weekly meetings (virtual) as well as in-person monthly meetings at UTM and community events within the Peel Region. 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.

Duties and Responsibilities:

- Assist in coordinating and editing a child development magazine
- Assist in event organization and special projects

- Assist in creating social media content to promote project activities
- Organize meetings with team members and community partners, creating agendas and recording minutes
- Update and maintain project documentation and managing shared inbox

Skills & Requirements:

- UofT undergraduate student in psychology, management, art, or related discipline at the University of Toronto
- Able to attend virtual and in-person meetings and available to work at occasional in-person community events (mainly in Peel Region) with access to reliable transportation
- Experience working in community development or arts organization is an asset
- Strong written and oral communication skills is essential, proofreading experience is an asset
- Detail-oriented and possesses solid problem-solving skills
- Ability to conduct themselves professionally in both written and verbal communications
- Proficient in design and using online tools (e.g., Canva) to create social media and other materials

Application Materials

Please send the following documents in one .pdf file (file name: FirstNameLastName_KT Assistant) to Chanel Tsang at 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)
- *(Optional)* Art/design portfolio, may be sent separately or as link

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

The application deadline is December 6, 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.