



DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

UTM Moves: Evaluation & Administration Lead (Work-Study)

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

Deadline:	Sunday, August 4, 2024 by 11:59PM
Number of Positions:	1
Rate of Pay:	The Work Study pay rate is starting at \$16.55 /hr
Position Start Date:	August 26, 2024 (tentative)
Position End Date:	March 30, 2025
Number of Hours per Week:	Up to 15 hours per week. Must be willing to work varying day, evening and possible weekends
Classification:	Work-Study (Fall/Winter)
Summary:	<p>About UTM Moves: UTM Moves is a peer-based wellness education and community-building program at the Department of Recreation, Athletics & Wellness. Through diverse programming initiatives, UTM Moves highlights the benefits of movement and physical activity for student wellbeing and academic success, and aims to make physical activity inclusive, accessible, and fun for all UTM students.</p> <p>Visit uoft.me/utmmoves and/or follow @utm_athletics on Instagram for all the latest updates about upcoming UTM Moves events and initiatives.</p> <p>Role Overview: Reporting to the Supervisor, Wellness Programs, the UTM Moves: Evaluation & Administration Lead is responsible for the development of a comprehensive evaluation framework to assess the impact of UTM Moves Program in the Department of Recreation, Athletics & Wellness (DRAW), and provides overall administrative and operational support to the program.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Developing and implementing evaluation tools and strategies to assess the effectiveness of wellness programs and initiatives • Collecting, analyzing, and interpreting data (e.g., survey feedback, participation numbers, social media metrics) from various wellness activities to measure outcomes and impact • Preparing analytics reports, presentations, and visualization tools with actionable recommendations for program improvement • Compiling and distributing meeting minutes for wellness program planning and review meetings • Developing and maintaining detailed documentation of program processes, policies, and evaluation methodologies • Managing and organizing team files and documents • Creating and distributing a monthly newsletter highlighting wellness initiatives, upcoming events, success stories, and relevant wellness tips • Providing general administrative support to the Supervisor, Wellness Programs and the UTM Moves team (e.g., team communications, professional development/training opportunities, etc.)



DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

	<ul style="list-style-type: none"> • Proposing and implementing improvements to evaluation processes and administrative procedures to enhance efficiency and effectiveness • Providing training and support to team members on how to effectively use and disseminate evaluation tools and materials <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Collaborating with a wide range of campus stakeholders, including student groups, clubs, staff, and faculty to enhance program offerings, increase reach, and integrate wellness initiatives into broader campus life • Supporting and staffing UTM Moves events and initiatives • Attending and contributing to regular team meetings to share progress and updates • Referring students to DRAW programs and resources, and maintaining up-to-date knowledge of available supports on campus and in the community • Representing the Department of Recreation, Athletics and Wellness and the University of Toronto Mississauga in a respectful, professional and inclusive manner • Performing any additional relevant duties and tasks as designated by the Supervisor, Wellness Programs
<p>Qualifications:</p>	<p>Key Qualifications:</p> <ul style="list-style-type: none"> • Must be a University of Toronto Mississauga student enrolled during the 2024/25 academic year and be in good academic standing • Successful completion of a minimum of 2 years of university study • Mandatory attendance at all training sessions (Last week of August 2024) • Previous experience in program evaluation and/or administrative support is preferred • Strong organizational and project management skills with the ability to manage multiple tasks simultaneously • Excellent communication and interpersonal skills, with the ability to engage and inspire diverse audiences • Creative and strategic thinking abilities to develop innovative wellness programs and events <p>Additional Qualifications:</p> <ul style="list-style-type: none"> • Interest in student health, wellness, fitness, and/or athletics • Leadership and teamwork skills • High level of initiative and self-motivation • Ability to work flexible hours, including evenings and weekends, as required for event execution • Ability to work independently as well as in a team setting • Knowledge of University of Toronto campus resources • Appreciation for equity, diversity and inclusion-related issues • Proficient knowledge around Microsoft 365 (Word, Excel, PowerPoint)
<p>Method of Application:</p>	<p>Deadline to Apply: Sunday, August 4, 2024 by 11:59PM</p> <p>Please send your resume and cover letter to: Ravinder.gabble@utoronto.ca (see contact details below).</p> <p>We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted.</p>
<p>Contact Information:</p>	<p>RAVI GABBLE, MPH Supervisor, Wellness Programs</p>



DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

Department of Recreation, Athletics, & Wellness
University of Toronto Mississauga
RA062, 3359 Mississauga Rd
Mississauga, ON, L5L 1C6

Office: 905-828-3767
ravinder.gabble@utoronto.ca

utm.utoronto.ca/athletics

