



JOB CALL

“Administrative Coordinator”

Become an integral part of the CQ community and its operations! CQ is seeking a University of Toronto PhD student to fill the part-time position of **Administrative Coordinator** (~10 hrs./week; \$30/hr + benefits) for a 1-year contract (renewable), starting **May 13th, 2019**. This is an excellent opportunity for a PhD student to become involved with an innovative community of researchers and students who are doing critical qualitative health research.

The Centre for Critical Qualitative Health Research (CQ) is an extra-departmental unit at the Dalla Lana School of Public Health (DLSPH), located at 155 College Street, Toronto, ON. CQ builds capacity in the health sciences to advance critical and theoretically-informed qualitative. To learn more about what we do, [watch our animation!](#)

Duties

The CQ Administrative Coordinator is responsible for the following activities, and additional support as needed, under the direction of CQ’s Director and Associate Director:

1. *Meeting Coordination* – scheduling (room booking, AV), catering and note-taking for bi/annual meetings (Fellows, Instructors, Advisory, and Executive Advisory Board meetings)
2. *Curriculum* – gather CQ course schedules, registration information and course evaluations
3. *Seminars* – in collaboration with CQ Directors and the Seminar Coordinator, schedule and organize monthly seminars; book rooms and prepare AV for recording of seminars.
4. *Internal Communications* – circulate relevant information to Fellows and Instructors, communicate with contributing partner faculties as needed, answer inquiries to the CQ inbox regarding course series, certificate requests, continuing education events

5. *Finance* – in coordination with DLSPH finance, track expenses and preparing expense reimbursement forms
6. *Visitors* – with DLSPH contacts, support administrative requirements for CQ visitors (preparing letters, arranging work space)
7. *Reporting* -- prepare annual report, including collating course evaluations and Fellows' activities
8. *Contributing Partners* -- liaise with 5 contributing partner departments regarding contract agreements, financial contributions, and information of interest to students

Qualifications

The candidate must be a doctoral student at University of Toronto undertaking qualitative health research, preferably in the first two years of their program. Familiarity with website management and adobe illustrator is ideal. The successful applicant will be driven and organized with excellent planning skills and initiative.

Application:

Please send a cover letter and CV addressed to the Centre's Director, Brenda Gladstone, at ccqhr@utoronto.ca by **April 10, 2019**. Please direct any questions to ccqhr@utoronto.ca.