

## **Summer Psychology Research Initiative (SPRINT) Sustainability Coordinator – USW Casual**

The University of Toronto (U of T) Summer Psychology Research Initiative (SPRINT) is looking for a **Sustainability Coordinator** to join our team.

### **About Us**

SPRINT is an annual two (2)-week access and outreach program for Indigenous, Black, and racialized (IBR) high school students to learn about psychology and gain meaningful hands-on research experience. SPRINT is a trainee-led initiative supported by the Department of Psychology at the University of Toronto, led by individuals who seek to foster an inclusive and anti-racist environment for learning and mentorship. You can read more about SPRINT on our website: <https://sprint.psych.utoronto.ca>.

### **About This Role**

This is a USW Casual six (6) month opportunity, starting in November 2024

The Sustainability Coordinator is responsible for building and improving the sustainability capacity of SPRINT. This includes maintaining and documenting institutional knowledge, as well as forming lasting connections with participating members and community partners.

This position would be most suited to a graduate student, a student in their third or final year of an undergraduate program, or a recent graduate from U of T.

### **Key Responsibilities**

- Collect and manage resources and data related to SPRINT programming (e.g., applications, contact information, evaluations, etc.)
- Work with the SPRINT team to help develop a program sustainability plan, in the form of a written document delivered at the end of the term
- Assist with administrative and logistic duties of planning and delivering SPRINT (e.g., attending and leading weekly meetings; recording meeting minutes, etc.)
- Coordinate with SPRINT team, faculty, community partners, and key stakeholders (including weekly meetings to report on progress)
- Help facilitate SPRINT **in person at the U of T St. George Campus, Mondays to Fridays from 9 AM to 4 PM during the last 2 weeks of July.**

### **Qualifications:**

An ideal candidate meets the following requirements:

- Demonstrate strong organizational and project coordination skills

- Demonstrate strong communication and interpersonal skills, verbal and written
- Collaborate effectively with a team and work well independently
- Available for weekly meetings and during the last 2 weeks of July to support in-person programming of SPRINT
- Experience with records management is an asset
- Experience working with high school students is an asset

Institutional Anti-Black Racism (IBR) candidates and candidates who have volunteered with SPRINT in the past will be prioritized in the review process.

### **Compensation and Work Hours**

Hourly rate: \$19.00hour.

Hours of work: Work up to 14 hours per week leading up to the program and approximately 35 hours per week during the 10-day program in the last two (2) weeks of July.

### **Application Details**

To apply, email your resume and cover letter to [uoftpsycomm@gmail.com](mailto:uoftpsycomm@gmail.com). Review of applications will begin on November 15, 2024 and will continue until the position is filled.