

Job Posting: 13986 - Position: THRIVE Project Assistant

Co-op Work Term Posted: Spring 2021
App Deadline 11/29/2020 11:59 PM
Application Method: Career Bridge

Company Information

Organization University of Lethbridge
Salutation Dr.
Job Contact First Name Job Helen
Contact Last Name Contact Kelley
Title Associate Dean
Address Line One 4401 University Drive
City Lethbridge
Province / State Alberta
Postal Code / Zip Code T1K 3M4
Country Canada

Job Posting Information

Term Posted Spring 2021
Job Title THRIVE Project Assistant
Duration 8-12 Months
Job Location (City/Town) Lethbridge

Job Location (Province/State) Alberta

Job Description

Co-op work term placements must accommodate all public health measures that are in place for the region where the work term will take place and for the proposed duration.

This position is for 8-12 months but the employer's preference is for 12 months.

Overview:

The purpose of this position is to provide cross-campus assistance with planning and organizing various professional development workshops and events that are under the THRIVE - *Professional Skills Program for Graduate Students* umbrella and other experiential learning opportunities (e.g., workshops, events, competitions, orientation, activities, etc.). This position will assist with administering and validating various *THRIVE* workshops, events, and activities as part of the University's *My Experience Transcript*. Duties and responsibilities will include, but are not necessarily limited to, all initiatives under the *THRIVE* umbrella, assisting with reporting outcome measures, preparing required internal and external reports, scheduling and communicating professional development and experiential learning activities, updating the *THRIVE* webpages, administering the relevant aspects of the *My Experience Transcript*, and supporting activities to inform the planning of the future directions of professional development for graduate students. This position serves all faculties, units, departments and partners delivering programming and providing resources for the professional development of graduate students.

Major Tasks:

Assisting with the delivery of the *THRIVE - Professional Skills Program for Graduate Students* program. This includes, but is not necessarily limited to, assisting with the planning, organizing, and timetabling of modules/sessions, booking spaces, preparing materials for meetings, identifying and/or developing new professional development events and activities, and updating information on the *THRIVE* webpages and in the events calendar.

Assisting with data collection for specific outcome measures, gathering and analyzing data for reporting purposes, and supporting the preparation of internal and external reports. This includes, but is not necessarily limited to, preparing survey instruments and/or focus group protocols, preparing internal survey application form, analyzing primary data, collating data submitted by *THRIVE* partners, summarizing data stored in the *My Experience Transcript* system, and reporting summarized data in tabular form.

Administering and validating *THRIVE* workshops, events, and activities as part of the University's *My Experience Transcript* system, executing the day-to-day operations, and supporting activities for the ongoing direction of professional development and experiential learning opportunities for graduate students. This includes assisting with drafting and preparing communication materials, planning, organizing, and hosting events, and executing various plans.

Job Requirements

Required Skills:

- Research skills for gathering primary data, analyzing data, summarizing data, and reporting data results.
- Strong writing skills, crucial for supporting the preparation of meaningful reports and program materials.
- Strong and personable communication skills which facilitate success in working with a diverse range of *THRIVE* partners, both internal and external to the University.
- Knowledge of professional development skills and transferable skills for graduate students seeking career opportunities.
- Strong organizational and project management skills, with the ability to work both independently and collaboratively in a team environment.
- Ability to prioritize tasks and focus on multiple projects and deadlines simultaneously.
- Excellent computer skills.
- A strong passion for professional development and experiential learning and a comprehensive understanding of the related impacts on the graduate student experience.

Preferred Academic Level

Graduate

All Programs

No

Targeted Degrees and Disciplines

Masters (MA-MSC)

Master of Arts

Master of Science

Master of Science Management

Salary

\$25.00 per hour

Projected Start Date

January 04, 2021

Projected End Date

August 31, 2021

Start/End Date Note

End date will be Aug. 31st or Dec. 24th depending on student's availability

Application Information

Application Material Required

Resume

Cover Letter

Transcript

Additional Application Information

This position is for 8-12 months but the employer's preference is for 12 months. Please state your availability (8 or 12 months) in your cover letter.