



POSTING DATE: November 27, 2017

McGill University – Vacant Positions
POSITION COVERED BY THE AMUSE-PSAC BARGAINING UNIT

Position Title: Health & Wellbeing Logistics Coordinator (Macdonald Campus)
Faculty/Unit: Student Services
Hours/Week: Approx. 12 hours/week
Hourly Rate: \$15.00
Start Date: January 8, 2018
End Date: April 13, 2018

MAJOR DUTIES AND RESPONSIBILITIES

Under direct supervision of the Communications Administrator and Health Promotion Coordinator, the Logistics Coordinator will be responsible for clerical and logistical support to the program. Primary functions include tabling events (setup and student outreach), workshop preparation and delivery, advertising, and supporting volunteer facilitators. Working closely with Student Services (Macdonald Campus) and Healthy McGill, must liaise with the Macdonald community and wellness related groups on both downtown and Mac campuses. Performs other duties as required.

EDUCATION & EXPERIENCE

Returning student in a degree program.

OTHER QUALIFYING SKILLS AND/OR ABILITIES

- Must be comfortable engaging in dialogue with students on topics such as sexual health, consent, mental health, nutrition and safer partying.
- Must be available some evenings and available to attend meetings on both campuses.
- Good knowledge of the Macdonald Campus community.
- Interest in health and wellbeing initiatives.
- Punctual, organized, reliable and professional.
- Strong oral and written communication skills.
- Ability to work autonomously as well as be a team player.
- Positive attitude, takes initiative, flexible.
- Microsoft Excel, Word, PowerPoint, Google Docs

HOW TO APPLY

PLEASE SUBMIT YOUR RESUME AND COVER LETTER BY EMAIL AT
GENEVIEVE.LATREILLE@MCGILL.CA.

APPLICATIONS MUST BE RECEIVED BY DECEMBER 11, 2017

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification
