

**CASUAL OPPORTUNITY**  
**DALLA LANA SCHOOL OF PUBLIC HEALTH, UNIVERSITY OF TORONTO**

November 27, 2024

**Hours of Work: Part-time, variable**

**Hourly Rate:** TBD based on confirmation of educational experience

**Length of contract:** \_5.5\_\_\_\_\_ months

**EXPECTED NUMBER OF WORK HOURS PER WEEK: 14 HOURS FLEXIBLE**

**JOB DESCRIPTION: PROGRAM ADMINISTRATOR FOR GLOBAL HEALTH AND HUMAN RIGHTS RESEARCH AND TRAINING PROGRAM**

We are seeking an experienced candidate to administrate an interdisciplinary training program on global health and human rights for graduate students at the University of Toronto's Dalla Lana School of Public Health (DLSPH), University of Toronto Faculty of Law, and Warwick University Faculty of Law. The program's objectives are to provide fellows with academic and practical experience in global health and human rights. Successful applicants will receive a one-year fellowship to complete coursework, complete a three-week exchange practicum with one of our core faculty members (Professor Lisa Forman, DLSPH, Professor Trudo Lemmens, UofT Law/DLSPH, or Professor Sharifah Sekalala, Warwick University) or with a civil society partner ([Afya Nahaki](#) in Kampala, Uganda or the [Kenya Legal and Ethical Issues Network on HIV and AIDS \(KELIN\)](#) in Nairobi, Kenya), and participate in an annual colloquium. Students will receive a stipend to cover practicum costs, and the program will support travel costs for the annual colloquium.

**SUMMARY OF DUTIES**

The candidate will administrate the University of Toronto-Warwick University Training Program on Global Health and Human Rights, including through:

- Communicating with fellows, faculty, and affiliated organizations
- Assisting fellows, faculty and affiliated organizations in the logistics of their placements including flights, travel-safe requirements at both institutions.
- Assist the program directors in the administration of the program.
- Assist in organization and logistics of the annual colloquium including flights, accommodation, catering etc.
- Provide any other support as needed in the course of the program

**QUALIFICATIONS:**

- Prior administrative experience, preferably within an academic context
- Experience with transnational logistics
- Undergraduate degree required as a minimum, graduate degrees preferred.

**SUBMISSION OF APPLICATION**

Please submit a one-page cover letter and Curriculum Vitae by email by December 06, 2024, to:

[lisa.forman@utoronto.ca](mailto:lisa.forman@utoronto.ca)

Closing date: December 06, 2024