



**CASUAL OPPORTUNITY (ADMINISTRATIVE COORDINATOR)**  
DALLA LANA SCHOOL OF PUBLIC HEALTH, UNIVERSITY OF TORONTO

**HOURS OF WORK:** Variable (up to 12 hours per week)

**HOURLY RATE:** \$31-35/hour (TBD based on experience/education)

**START DATE:** September 22, 2025

This is an excellent opportunity 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 research. To learn more about what we do, visit our [website](#).

**SUMMARY OF DUTIES**

The casual position is responsible for the following activities, and additional support as needed, under the direction of CQ's Director:

- Regular meetings with CQ leadership (including bi-weekly meetings with CQ Director); involves setting and distributing agenda and meeting minutes
- Meeting Coordination – scheduling (room booking, AV), catering and note-taking for bi/annual meetings (Fellows, Instructors, Advisory, and Executive Advisory Board meetings)
- Curriculum – gather CQ course schedules, registration information and course evaluations;
- Seminars – in collaboration with CQ Director and the Seminar Coordinator, schedule and organize monthly seminars; book rooms and prepare AV for recording of seminars; record seminar and upload and post video recording on CQ website.
- Communications – circulate relevant information to Fellows and Instructors, manage CQ website (create content as needed; e.g. update curriculum information; job postings & related events) and listserv; answer inquiries regarding course series, certificate requests, continuing education events; create & distribute CQ bi-monthly newsletter; engage other forms of social media as required (e.g. CQ Bluesky account).
- Finance – in coordination with DLSPH finance, tracking expenses and preparing expense reimbursement forms
- Visitors – with DLSPH contacts, support administrative requirements for CQ visitors (preparing letters, arranging work space)
- Reporting - preparing annual report, including collating course evaluations and Fellows activities
- Contributing Partners – liaising with 5 contributing partner departments regarding contract agreements, financial contributions, and information of interest to students



UNIVERSITY OF TORONTO  
DALLA LANA SCHOOL OF PUBLIC HEALTH

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[dlsph.utoronto.ca](https://dlsph.utoronto.ca)



## QUALIFICATIONS

- Doctoral students undertaking qualitative health research at the University of Toronto are encouraged to apply, ideally having completed the first year of their program
- Familiarity with website design and management (Wordpress), Canva, video editing software (e.g. iMovie), Mail Chimp, and Adobe Illustrator is an asset
- Ability to take initiative, work independently and meet deadlines
- Strong written and verbal communication, and planning and organizational skills

## SUBMISSION OF APPLICATION

Please submit a cover letter and Curriculum Vitae by email by to CQ's Interim Director, Dr. Brenda Gladstone, at [ccqhr@utoronto.ca](mailto:ccqhr@utoronto.ca) by **September 5, 2025**. Please direct any questions to [ccqhr@utoronto.ca](mailto:ccqhr@utoronto.ca).

