

York University is committed to achieve and maintain a fair and representative workforce. We have initiated measures to ensure full participation of all groups protected under human rights legislation, in particular, those which traditionally have been under-represented. We encourage you to self identify if you are from one of the following designated groups: aboriginal people, persons with disabilities, visible minorities and women.

POSTING DATE: July 10, 2017

CLOSING DATE: July 17, 2017

POSITION: KT Assistant

LOCATION: Kids Brain Health Network (formerly NeuroDevNet) KT Core, Kaneff Tower

SALARY: \$30 hourly/casual position up to 24 hours/week

possibility of renewal

Purpose:

Kids Brain Health Network (KBHN) is a national Network of Centres of Excellence (NCE), is the first trans-Canada initiative dedicated to studying children's brain development from both basic and clinical perspectives. The vision of KBHN researchers, whose expertise ranges from child development to brain imaging, genetics, and developmental biology, is to accelerate the pace of understanding the causes of neurological deficits, with a focus on autism spectrum disorder, fetal alcohol spectrum disorder and cerebral palsy.

The goal of KT in KBHN is to maximize the social and economic impacts of KBHN's investments in research and training. Under the supervision of the Manager, KT Core, **the KT Assistant** will support the drafting and finalization of KT Products such as clear language summaries and success stories, as well as perform administrative tasks.

Responsibilities:

A) KT Products: 1) works closely with KBHN trainees and researchers drafting clear language research summaries using York's *ResearchSnapshot* clear language research summary template; 2) edits research summaries and other KT documents and formats for posting on website; 3) creates KT content such as Success Stories, blog posts, etc. for website and other electronic media; 4) coordinate french translation of KT Products

B) Information management and outreach

5) outreach to stakeholders, such as for building stakeholder outreach database, dist'n of information
6) data entry into MS Access
7) meeting/teleconference coordination and booking

We use InDesign and Illustrator.