

## **TBEP Scientific Communications Assistant**

2018/2019 Work-Study Program

### **Available Position**

The Translational Biology and Engineering Program (TBEP) is the University of Toronto's component of the Ted Rogers Centre for Heart Research. Occupying the 14<sup>th</sup> floor of MaRS Discovery District's West Tower, TBEP brings together eight faculty members and their students from UofT Engineering, Medicine and Dentistry to advance heart research, diagnostics, and regeneration using a comprehensive approach that includes systems and developmental biology, technology innovation and clinical translation.

TBEP seeks a qualified individual to fill one (1) Scientific Communications Assistant work-study position for a total of 200 hours of employment.

### **Background**

Reporting to the TBEP Scientific Director, with additional direction from the Ted Rogers Centre Communications Officer, the work-study student will be provided with broad exposure to many science communication projects.

### **Key Responsibilities**

- ◆ Research and write compelling print and online content that profiles the work of TBEP scientists.
- ◆ Conduct interviews with researchers to explore story angles of their work.
- ◆ Develop full stories for use online, as well as shorter snippets that can be adapted for PowerPoint presentations and other uses.
- ◆ Turn technical and scientific material into articles for a broad audience.

### **Secondary Responsibilities (if skills permit)**

- ◆ Film and edit (using common software such as iMovie) short videos highlighting current research projects.
- ◆ Organize and shoot photographs at TBEP, for use on the Ted Rogers Centre website, social media channels, and possible print publications.

### **Experience Required**

Minimum of two (2) years of related experience in scientific and/or digital communications with demonstrated experience with:

- ◆ Digital photography and editing
- ◆ Video filming and editing (iMovie, Camtasia, etc.)
- ◆ Microsoft Office
- ◆ Creating engaging social media posts for Twitter and Facebook

Strong communication (oral and written) and interpersonal skills; ability to interact with people in a tactful, polite, and professional manner; good listening skills; strong organizational, planning and problem-solving skills; ability to work independently, take initiative and work to a deadline.

**Hours of Work**

Work-study students will generally be required to work between 9:00AM and 5:00 PM.

**To Apply**

Please apply via the Career Learning Network, Job ID 124782. All questions can be directed to Noah Frank, TBEP Administrator: [admin.tbep@utoronto.ca](mailto:admin.tbep@utoronto.ca)