

LSCDS 2021-2022 RECRUITMENT CYCLE



WHO WE ARE

19 YEARS OF LSCDS

Bridging the gap between academia and industry by providing networking, career development events, specialized collaborative programs, and workshops



OUR MISSION

LSCDS serves to enhance the awareness of post-graduation career options. As the largest FoM-recognized career development society, our goal is to introduce potential career paths for graduate students in the life sciences. Our target population includes graduate students, postdoctoral fellows, and research associates from UofT and its affiliated teaching hospitals.

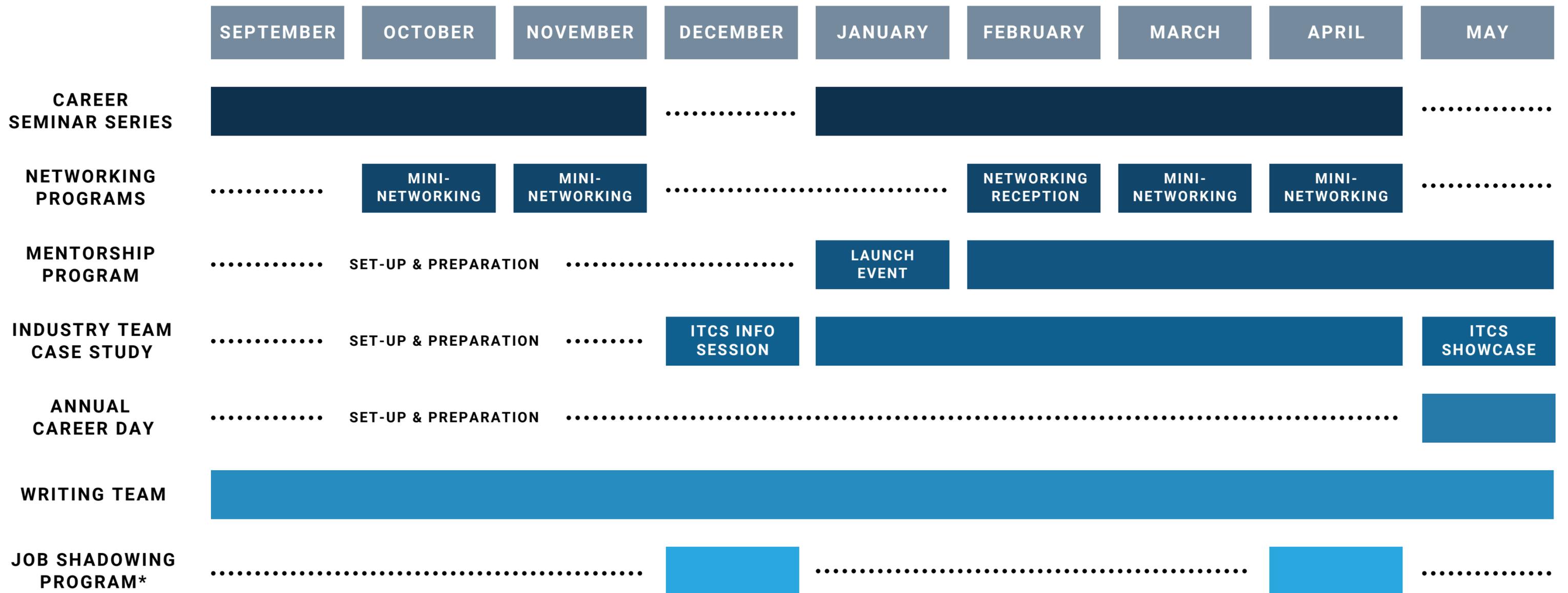


"... Over 40% of life science PhD graduates from 2000 to 2015 were employed in a non-academic sector"

-HER ET AL. 2018

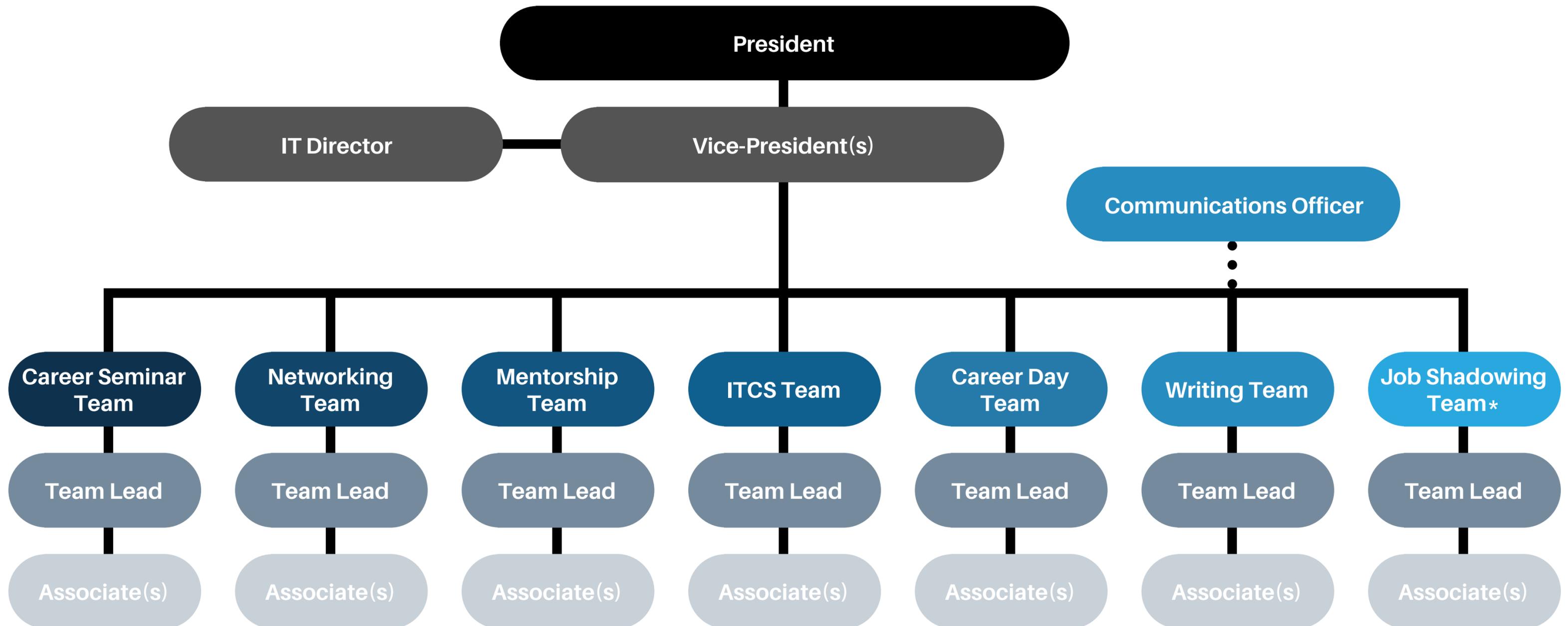
("NON-ACADEMIC EMPLOYABILITY OF LIFE SCIENCE PHDS: THE IMPORTANCE OF TRAINING BEYOND THE BENCH")

LSCDS Events & Programming



*JOB SHADOWING PROGRAM ON HOLD DUE TO COVID-19 RESTRICTIONS

LSCDS Organizational Structure



*JOB SHADOWING PROGRAM ON HOLD DUE TO COVID-19 RESTRICTIONS



WHY JOIN OUR TEAM?

- An opportunity to **build and foster your professional network** within the Ontario/Toronto Life Sciences community
- Learn more about the different **opportunities** available to advanced degree candidates (ADCs)
- Sharpen your **problem solving, event planning and organizational skills** as you work closely with industry professionals for our events
- **Network and collaborate** with like-minded peers and mentors



OPEN POSITIONS: LSCDS 2021-2022 TEAM

- **IT Director**
- **Networking Team**
 - Team Lead
 - Associate(s) - Up to 2
- **Mentorship Team**
 - Team Lead
 - Associate
- **Industry Case Study Team**
 - Team Lead
 - Associate(s) - Up to 2
- **Career Day Team**
 - Associate(s) - Up to 2
- **Writing Team**
 - Associate(s) - Up to 2

LSCDS - IT Director

Job Description

- We are seeking an IT Director to oversee all Information Technology (IT) functions in our society
- Duties for the role include managing the LSCDS's technology operations and implementing new IT systems and policies
- The ideal candidate should possess experience with managing websites and IT systems, good strategic thinking, excellent communication skills, and strong leadership skills

Roles & Responsibilities

- Oversee IT operations and supervise systems
- Develop strategy as it relates to the LSCDS' IT infrastructure
- Update and maintain the LSCDS website and Google Workspace subscription
- Set up and monitor online event registrations
- Collect analytics and feedback for the LSCDS website and event registrations and report them to the event and executive teams
- Perform cost and feature comparisons between different website and/or virtual conferencing platforms

Requirements

- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Sound understanding of computer systems (hardware/software) & networks
- Strong interpersonal skills and ability to effectively communicate with teams across the entire organization
- Excellent leadership and decision-making skills
- Creativity in website design and providing IT recommendations
- Time commitment: 8 to 10 hours/week

LSCDS - Career Seminar Team

Event Description

- The LSCDS Career Seminars are monthly theme-based virtual seminars tailored towards graduate students and post-docs in the life sciences disciplines to explore and learn about the different career paths available to advanced degree candidates
- During these Career Seminars, a panel of 2-3 industry professionals from a specific field will be asked to speak about their career journey, their current role and organization, as well as any tips they may have for entering their field. Examples of seminar topics include:
 - Science Communication
 - Healthcare Consulting
 - Medical and Regulatory Affairs
 - Entrepreneurship
 - ... and more!
- Alternatively, these seminars can also serve as interactive workshops for skillsets that facilitate the transition from graduate study to the workforce. Examples of potential workshops include:
 - Resume building workshops
 - Networking 101
 - How to deliver a pitch

Roles and Responsibilities

- As a team, curate a curriculum and choose themes for 6-7 seminars
- For every seminar and at least a month prior to the event, recruit 2-3 speakers whose profession or work experience is aligned with the theme
- Work with the IT director to update the website prior to the event and collaborate with the LSCDS Executive Team/Communication Officer to effectively advertise seminars and workshops. **Team lead** to act as the main liaison between the seminar team and the Executive Team to provide monthly updates
- Facilitate the introduction and the Q&A section of the seminar, as well as moderate the chat (all seminars will now be held virtually)
- Required skills:
 - Familiarity with starting and moderating Zoom Meetings/Webinars
- Time commitment:
 - **Team Lead** - 6 to 8 hours/week
 - **Associate** - 4 to 6 hours/week

LSCDS - Networking Team

Event Description

- The LSCDS Mini-Networking Nights bring together graduate students with established professionals in various life science industries. These events are smaller, focused versions of our annual Networking Reception. Each event will feature 4-5 professional guests from a [single](#) industry. Examples of previous themes include:
 - Medical Writing
 - Business Development and Market Access
 - Research and Development
- The LSCDS Networking Reception is an annual event consisting of a series of round table discussions with a professional to trainee ratio of 1:6, followed by an open networking session. This event is one of LSCDS' biggest events of the year, bringing in ~200 trainees and ~30 professionals guests
- As of 2021, both Mini-Networking Night events and the Networking Reception will be held [virtually](#)

Roles and Responsibilities

- Coordinate guest recruitment and motivate recruitment efforts to ensure quotas are met and high-quality guests are confirmed for each event; following up with both guests and trainees with the appropriate information packages and calendar invites
- Oversee event logistics such as trainee-guest match ups for round-robin style networking sessions, room assignments, and chat/Q&A moderation (all virtual)
- Work closely and effectively with the Executive Team/Communications Officer to develop and execute a marketing strategy for the promotion of events to students
- Manage online registration system and respond to student/guest inquiries, and measure event success: create surveys, analyze feedback and prepare summary reports for the Executive Team
- Required skills:
 - Good communication and interpersonal skills; client-facing/industry-facing experience will be an asset
 - Familiarity with the Hopin platform (and similar conference platforms) is an asset
- Time commitment:
 - [Team Lead](#) - 6 to 8 hours/week
 - [Associate](#) - 4 to 6 hours/week

LSCDS - Mentorship Team

Event Description

- The LSCDS Mentorship program is intended to provide UofT graduate students and postdoctoral fellows in the Life Sciences with connections to mentors who are currently working as professionals in the mentees' field of interest
- As an 8-month program, mentees may learn about tasks involved in the day-to-day job, receive career guidance, and/or acquire valuable knowledge to enable a smooth transition from academia to industry post-graduation
- Mentees and mentors are paired on the basis of career interest or professional development goals and interactions between the mentees and mentors are self-guided
- Two types of core events:
 - **Mentorship Launch Event** - a networking session to kickstart the program with that year's cohort
 - Mentorship Program - specific **Seminars and Workshops**

Roles and Responsibilities

- Recruit highly engaging mentors within various areas in the life sciences sector and communicate the goals and expectations
- Screen and select for candidates (mentees) for the program based on applications and match them with the appropriate mentors using an internal rubric
- Prepare tip sheets to make the most out of the program and encourage communication between mentee-mentor pairs throughout the 8-month program
- Respond to program-based inquiries before and during the program
- Required skills:
 - Familiarity with starting and moderating Zoom Meetings/Webinars
- Time commitment:
 - **Team Lead** - 6 to 8 hours/week
 - **Associate** - 4 to 6 hours/week

LSCDS - ITCS Team

Event Description

- The LSCDS Industry Team Case Study (ITCS) is a project aimed to provide graduate students with the opportunity to gain hands-on, skill-building experience on an industry-relevant project under the guidance of a panel of industry professionals
- This 4-month program consists of a team of graduate students coached by an industry professional analyzing and deriving insights about a topic of interest
- An information session prior to opening applications will take place in December 2021, and the program will conclude with a showcase event in May 2022. During this event, participants deliver a pitch in the form of a presentation to an industry panel and other program participants
- ITCS project areas for the 2020-2021 cycle included:
 - Medical Affairs
 - Regulatory Affairs
 - Market Access
 - Marketing & Sales

Roles and Responsibilities

- Recruit a panel of highly engaged industry professionals as advisors and clearly articulate the purpose of the program and their expected roles and responsibilities. Accepted trainees will be put into teams and matched according to their applications
- Maintain ongoing communication between the ITCS team, the trainee teams, and their respective advisors throughout the duration of the program; work closely with the Executive Team to curate ITCS-specific foundational seminar series
- Compile information on advisors and program specifics for the information session and prior to the opening of the applications into the program
- Organize the showcase event for the program, including the moderation and facilitation of the presentations and the networking sessions
- Required skills:
 - Familiarity with starting and moderating Zoom Meetings/Webinars
- Time commitment:
 - **Team Lead** - 8 to 10 hours/week
 - **Associate** - 6 to 8 hours/week

LSCDS - Career Day Team

Event Description

- To bridge the gap between academia and industry, the [LSCDS Career Day](#) aims to provide trainees with a forum to explore career paths within a variety of sectors and gain insight from successful professionals
- Examples of session types include:
 - Keynote Panel Discussion
 - Company Spotlight Presentations
 - Professional Development Workshops
 - Company Booth Fair
 - Open Networking
 - ... and more!
- The 2020-2021 Career Day was replaced by the [Life Sciences Career Expo](#) event. Details regarding its format for 2021-2022 are up to the discretion of the Executive Team

Roles and Responsibilities

- As a team, work towards building a topical and relevant program offering to trainees, with the goal of increasing the awareness to current opportunities outside of academia
- Coordinate the professional full outreach and recruitment for the keynote and panel speakers, workshop facilitators and company representatives, including confirmation of participation, addressing any concerns and disseminating relevant information packages
- On the day of the event, facilitate the introduction and the general moderation each session of the event, including on-boarding for speakers, and addressing questions in the chat and Q&A
- Required skills:
 - Familiarity with starting and moderating Zoom Meetings/Webinars
 - Familiarity with the Whova platform is an asset but not required
- Time commitment:
 - [Team Lead](#) - 8 to 10 hours/week
 - [Associate](#) - 6 to 8 hours/week

LSCDS - Writing Team

Event Description

- The LSCDS Writing Team is responsible for writing event recaps, weekly blog posts, and monthly interview articles on high-profile alumni or organizations in an effort to bring awareness to current students and trainees of the various career paths available to them after their graduate studies
- This includes pieces on professional development, insight into specific fields, opinion pieces, and recaps of LSCDS events. Some examples of previous article topics include:
 - "A Year in Review: Triumphs & Troubles of Science Communication During COVID-19"
 - "COVID-19 in the workplace and how to adapt to this virtual reality"
 - "Top 3 Predicted Science Careers in 2020"
 - "The Innovations Arms Race: Commercializing Life Sciences in Toronto"

Roles and Responsibilities

- Brainstorm and pitch ideas for blog posts suitable for the goals and objectives of the LSCDS mission and vision
- Write and edit blogs that address the needs of life science graduate students, including writing about events and interviewing that event's guest speakers
- Implement SEO (Search Engine Optimization) and work with the marketing team to effectively promote new blog posts
- Conduct on-site interviews with industry professionals about their career trajectory and current field
- Required skills:
 - Good written and verbal communication skills
 - Ability to communicate science to a wide variety of audiences
- Time commitment:
 - **Team Lead** - 6 to 8 hours/week
 - **Associate** - 4 to 6 hours/week



HOW TO APPLY

Please fill out [this](#) google form to submit your 1-page resume and cover letter

DEADLINE & INTERVIEW DATES

Applications will close on **July 2nd, 2021** at 11:59 PM

Successful applicants will be contacted for interviews for the week of July 5th