Nicotine Dependence Service Undergraduate Summer Student Program

The Nicotine Dependence Service (NDS) Summer Student Program is designed to introduce undergraduate students to the world of research, knowledge translation, evaluations, and clinical environments. The program will give students a hands-on experience that helps them take the next step in their education and career.

WHAT TO EXPECT
We look forward to onboarding new students each year and offer an enriching and fast-paced environment that is unique in offering exposure to clinical, knowledge translation, research and education-related activities in one integrated service, the Nicotine Dependence Service. This studentship will take place at our primary site at 175 College St. or the CAMH Bell Gateway Building at 100 Stokes St., and there may be travel required across both sites. A placement at the Nicotine Dependence Service can provide exposure to a professional environment and interdisciplinary team that can provide valuable experience and help inform a future career path by meeting and/or shadowing different team members as relevant.

Students will be assigned a mentor who will provide close supervision of the project (details below). Students will also have access to consultations and interviews with clinical, knowledge translation or other scientific staff as applicable. Students are expected to follow a workplan with detailed tasks to complete a project, and prepare and deliver a presentation for the NDS group during their last week of their placement. Students may be involved in preparing abstracts or other documents to enhance the breadth of their experience.

STIPEND
We will place students in approved projects for a minimum of 12 weeks up to a maximum of 16 weeks. The duration of each project will be specified in the posting (below). Students will receive stipends ranging from $4,500 for a 12-week placement, up to $6,000 for a 16-week placement. These stipend amounts are based on a 37.5 hour work week. Students will be paid monthly.

SUMMER PROJECTS
There are 3 projects and postings available for 2016. Details are below. Each student will work primarily on one project but other assignments may additionally be required. There may be an opportunity to engage different projects as well, but the primary assignment must be completed.

STUDENT SUPERVISION
You will work with a Research Coordinator who will functionally supervise your activities and provide guidance along the way. The supervising coordinator will possess expertise around the topic area of your primary assignment. You can expect regular meetings with them to discuss and review progress, help answer questions and to provide a positive and encouraging learning and working environment. Together, you will establish a realistic workplan for your project and identify project milestones and check-in points. You will additionally meet with Scientist(s) who lead the projects you are assigned to and the Principal Investigator of Nicotine Dependence Service activities, Dr. Peter Selby.
APPLICATION PROCESS:
Students are welcome to submit applications starting on Thursday January 21st and the applications will close on Thursday, February 4th 2016 at 4:00pm. Applications should be submitted electronically via email to Julia Lecce: Julia.lecce@camh.ca. Applications will be reviewed by Thursday, February 11th 2016; only students accepted for the interview process will be contacted for an interview that will take place in person within the week of February 16th – 19th 2016. If contacted for an interview, please inform us should accommodation be required.

Please specify the project (numbered and listed below) you are most interested in within your cover letter and tailor your application to the selected project. You may apply to more than one project, however must outline your level of interest and suitable experience as applicable in the cover letter.

Please submit:
- Cover letter
- Resume

STUDENT ELIGIBILITY CRITERIA:
To be eligible to apply, the student must:
- Be enrolled in a full-time undergraduate program at the University of Toronto (medical students are eligible to apply; students enrolled in the department of Pharmacology are especially encouraged to apply)
- Be currently in school and returning to school in the year following the summer studentship placement
- Have never been a previous student of the Nicotine Dependence Service
- Have an interest in one of the following areas: knowledge translation or research in the tobacco field
- Each project specifies additional eligibility criteria and/or minimum competencies required.

APPLICATION TIMELINES:
Please note the following deadlines for this application process:
Deadline for applications: Thursday, February 4th 2016 at 4:00 p.m. (electronically)
Notice of Interview: Thursday, February 11th 2016 (note: only candidates selected for an interview will be contacted)
Interviews: Week of February 16th – 19th 2016 (in-person)
Offer of employment: Week of February 22nd – 26th 2016
Start date: May 2016

Please submit your resume with a cover letter outlining the project you are interested in and your learning objectives for this placement to julia.lecce@camh.ca stating “SUMMER STUDENT 2016 APPLICATION” in the subject line.
1. **Nicotine Dependence Service Quality Improvement Project**
This successful candidate will work across the Nicotine Dependence Service (NDS) to assist in the implementation of a new, comprehensive quality improvement strategy related to work process, data and file management. Under the direction of the project scientist, this summer student will liaise with and coach teams and individual staff on new protocols and conventions that will already have been created. The main focus will involve organizing and standardizing the shared network file structure used at the NDS.
This position will require a self-starter who is confident speaking with and approaching a variety of interdisciplinary team members. Additionally, the position requires a high degree of organization and project management skills. Within this role, the candidate will gain exposure to a busy hospital environment involving clinical, research, knowledge translation and educational portfolios while working directly with professionals across a variety of disciplinary backgrounds and roles.

**Student Eligibility Criteria:**
- Superior organizational skills
- Strong interpersonal skills with the ability to remain task-oriented
- Self-motivator; comfortable working independently and amongst a team
- Proficiency using a PC and Microsoft Windows Explorer is required
- Experience working in a networked file system would be considered an asset.

2. **Nicotine Dependence Service Knowledge Translation Project**
The Knowledge Translation summer student would be involved in some of the team’s core projects including the My Change Plan mobile app and Pregnets, a web-based tool to support pregnant and postpartum women looking for smoking cessation support. Specific responsibilities would include organizing and supporting focus group discussions to evaluate mobile app usability and/or Nicotine Dependence Clinic performance; conducting phone surveys with clients; developing materials for project webinars and conference presentations; gathering social media content to promote Pregnets; and recruiting participants for multiple studies, among others.

**Student Eligibility Criteria:**
- Strong interpersonal skills
- Effective time management and communication (oral and written)
- Microsoft Office proficiency is required
- Candidate must feel comfortable working with clients of the Nicotine Dependence Clinic.
- Experience with academic writing, and scientific literature reviews would be considered an asset.

3. **Nicotine Dependence Service Photography & Film Design Project**
The Nicotine Dependence Service (NDS) Photography & Film Design Student Placement Program provides students a hands-on experience that helps them take the next step in their education and career. The student will be assigned a mentor from our design team who will provide close supervision of the project/tasks. Students will also have access to a team of other designers with varied expertise for consultations and interviews. Students are expected to follow a workplan with detailed tasks to complete a specific project and will prepare and deliver a presentation for the NDS group during their last week of their placement. This studentship will take place at Nicotine Dependence Service located at 175 College St, part of the Centre for Addiction and Mental Health. This position would be most suited to students with a special interest in photography, film, broadcasting and healthcare communications.

Student Eligibility Criteria:

To be eligible to apply, the student must:
- Be enrolled in a full-time design program
- Have a considerable interest on the creation of videos, film & photography and other promotional and educational materials