

Orientation Advisory Committee

Student Member

Appointment Type: Volunteer. Approximately 30-40 Hours Total

There will be about 12 meetings per year with emphasis on meetings in the spring and summer. More meetings may be called at the discretion of the OAC.

Reports to: Orientation Advisory Committee (OAC)

Trinity College is a vibrant and diverse academic community with a rich history and excellent local and international reputation. Since its founding in 1851, the College has valued and fostered a high level of academic achievement with some 2,000 currently registered students, 450 of whom live at the College. Trinity College grounds comprise spectacular historic buildings, and the College is among the smallest and most prestigious colleges on the St. George Campus of the University of Toronto. Trinity's campus currently consists of four main buildings and is located in the central Toronto downtown core, steps from the Bloor-St. George subway and Queen's Park.

Position Summary:

The Orientation Advisory Committee (OAC) will work with the Office of the Dean of Students to support the successful execution of Trinity College Orientation Week. The OAC Student Volunteer will be responsible for collaborating with other Trinity students, staff, administration and faculty and bring diverse representation and experience to the OAC. The Student Volunteer will work to the standards of good governance on behalf of the Trinity College community.

Key responsibilities (but not limited to):

- Attend all OAC meetings*
- Support the Orientation Coordinator hiring process
- Provide feedback and help to create the OAC Charter
- Assist in making high-level decisions and guiding philosophy for the Orientation Program
- Other duties as assigned including support of ongoing Office of the Dean of Students programs
- Other duties as assigned

*Meetings will be hosted Monday – Friday between 9am – 5pm (EST). OAC members will receive at minimum 7 business days of notice before any meeting and are asked to attend all meetings.

Education:

- Registered as a student at the University of Toronto (required)
- Successful completion of one year of study (preferred)
- Must be continuing study into the following academic term (required)

Experience:

- Registered as a student at Trinity College and familiarity with its community (preferred)
- Student leadership and event management experience (preferred)
- The successful candidate will demonstrate a high degree of organizational skill, use effective communication strategies, be a creative problem solver, and an effective team leader
- Candidates are accountable to the broader college community and must be able to speak to and navigate personal and professional expectations with this commitment in mind

Submit your application form to: [link](#) Only application forms submitted through Trinity's online application system will be considered.

Position timeline: Student membership on the OAC will run from February – January annually.

Applications will be accepted immediately until the position is filled: Applications will be reviewed as received.

Trinity College is a federated university in the University of Toronto and offers excellent employment opportunities with exceptional benefits. The College is a culturally diverse community that sustains a tradition of academic excellence and provides a vibrant and welcoming community of students, faculty, alumni and staff.

Trinity College is committed to Employment Equity and Diversity based on merit, transparency, accessibility and inclusion ensuring that all candidates are given a fair opportunity. If you need this job posting in an alternative format or if you require accommodation measures, please contact the office of the dean of students through deanofstudents@trinity.utoronto.ca and we will work with you to meet your needs at every stage of the recruitment and selection process.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.