Work Study Position – SUMMER – Student Services Centre

TRINITY COLLEGE ASSISTANT COORDINATOR – ONLINE COMMUNITY & PROGRAMMING
Job ID: 176827
Student Services Centre (joint between Office of the Dean of Students & Office of the Registrar)
University of Toronto- Trinity College

POSITION SUMMARY:
Supervised by the staff in the Trinity College Student Services offices, the incumbent will be responsible for assisting with the planning, promotion and implementation of various academic, student life, and residence life programs for the Trinity College community. The incumbent will have the opportunity to work closely with members of the faculty, administration, and student leaders to work toward the common goal of providing high quality transition programming throughout the summer for new incoming and current students. Main focus of this position is working on online platforms and videography.

DUTIES:
- Creating multiple end-to-end edited videos and formats both unscripted and scripted; videos to be used throughout the summer, fall, and winter
- Promoting events through the use of social media and other means
- Collaborating with staff in the Student Services Centre to run programs and events
- Attending many scheduled events to ensure their success
- Fulfilling other duties assigned through the Office of the Registrar and Office of the Dean of Students to support Student Services Centre programs and needs

QUALIFICATIONS:
The successful candidates will demonstrate a high degree of autonomy and creativity. They must have experience filming and editing videos (please be ready with examples). A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount. Computer skills will be an asset as key responsibilities include the ability to create large posters using Power Point and other programs. Familiarity with community life at Trinity College is also an asset.

RELEVANT COMPETENCIES:
- Collaboration
- Communication and Media
- Decision-making and action
- Knowledge creation and innovation
- Project Management
- Technological aptitude

NUMBER OF VACANCIES: 1

APPLICATION DEADLINE: Monday April 26th, at 4:00pm

APPLICATION METHOD: Work-Study applications are collected through the [Career Learning Network Application module](#).

START DATE: May 3rd, 2021

END DATE: August 6th, 2021

HOURS PER WEEK: 9-12 Hours Per Week (up to 100 hours total)

REMUNERATION: $15.00 per hours
Please visit the [University of Toronto's Work-Study website](#) for more information including eligibility.

We would like to thank all applicants for their interest, however, due to the anticipated volume of applications, only those selected for an interview will be contacted.