

# **Work Study Position - SUMMER – Office of the Dean of Students**

## **TRAINING AND STUDENT LIFE PROGRAMMING ASSISTANT**

Job ID: 176713

Office of the Dean of Students

University of Toronto- Trinity College

### **POSITION SUMMARY:**

Supervised by the Associate Director, Community Wellness and Assistant Dean of Students – Residence Life and working with staff in the Office of the Dean of Students, the successful candidate will be responsible for assisting with the research, development, and implementation of training modules for student leaders and paraprofessional student staff at Trinity College. Student leaders and paraprofessional student staff include: Academic Dons, Community Advisors, work study students, Mental Health Peer Advisors and Peer Advisors, Student Heads, Orientation Leaders, and other student leaders.

### **DUTIES:**

- Assist in the research, development, and implementation of training modules for student leader and paraprofessional student staff trainings
- Design and create resources for student leaders and paraprofessional student staff
- Assist with the logistical planning of a variety of training modules offered by the Office of the Dean of Students and Student Services teams
- Collaborate with campus partners at Trinity College and the University of Toronto for resource development and the creation of training modules
- Fulfil other duties assigned through the Office of the Dean of Students to support community programs and needs

### **QUALIFICATIONS:**

The successful candidates will demonstrate a high degree of autonomy and creativity. They must have experience community building, specifically with online communities and social media platforms. 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 26<sup>th</sup>, at 4:00 pm

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

**START DATE:** May 3<sup>rd</sup>, 2021

**END DATE:** August 6<sup>th</sup>, 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.