TRINITY COLLEGE COMMUNICATION & STUDENT LIFE PROGRAMMING ASSISTANT

Job ID: 204232
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 Director, Community Wellness and the Community Wellness Coordinators, the Communications and Student Life Programming Assistant will be responsible for coordinating the creation and maintenance of content on Trinity Life Quercus page and will be responsible for organizing the communication regarding academic, student life, and wellness programming and events to the broader Trinity student community. Additionally, the Communications and Student Life Programming Assistant will have the opportunity to work closely with members of the administration, faculty, and student leaders to work toward the common goal of providing high quality programming to students throughout the fall and winter semesters.

DUTIES:
• Edit, review, and update of all content on the Trinity Life Quercus page.
• Update and manage the Trinity Life Quercus events calendar to ensure it is up to date and includes all programming offered by the College.
• Communicate and collaborate with various offices, resources, and students to create content for the Trinity Life Quercus module.
• Organize the dissemination of information and advertisements regarding College-run student events in collaboration with other Trinity Student Services work study students and Student Services staff.
• Collaborate with the Student Services team to run Trinity College programs and events
• Research, develop, and execute student life programs related to student engagement, student leadership, community appreciation, and mentorship/career development.
• Assist the Office of the Dean of Students with coordination of Trinity-wide programs
• 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, demonstrate clear organizational strategies for communication, and the ability to set and meet deadlines. A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount. Ability to create professional level final drafts which can be provided to the community with minimal editing is strongly preferred. Computer skills will be an asset for advertisement creation and online community support. Familiarity with community life at Trinity College is an asset.
RELEVANT COMPETENCIES:

- Collaboration
- Communication and Media
- Decision-making an action
- Leadership
- Project Management
- Technological aptitude

NUMBER OF VACANCIES: 1

APPLICATION DEADLINE: Wednesday, August 24th, at 4:00 pm

APPLICATION METHOD: Work-Study applications are collected through the Career Learning Network Application module.

START DATE: September 6th, 2022

END DATE: March 31st, 2023

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.