Work Study Position – FALL/WINTER – Office of the Registrar

TRINITY COLLEGE - RECORDS AND RESEARCH ROVER
Job ID: 205152
Office of the Registrar
University of Toronto- Trinity College

CONTRACT PERIOD: September 6th, 2022 – March 31st, 2023

REMUNERATION:
It is expected that the Records Research Rover will work approximately 200 hours throughout the academic year. This position is officially recognized on the University of Toronto Co-Curricular Record.

POSITION SUMMARY:
Supervised by the Office of the Registrar and the Trinity College Rolph-Bell Archivist, the incumbent will be responsible for helping to implement Trinity College’s newly updated records retention plan and records management policy as they apply to student records in the Office of the Registrar.

DUTIES:
• Becoming familiar with both the current system of records management in the Office of the Registrar, and the changes that need to be implemented
• Reviewing past student records and determining which documents to preserve for archival value
• Assisting with other records management-related issues in the Office of the Registrar
• Creating support documentation for maintenance of the records management system
• Conducting research on a variety of topics related to the undergraduate and recent graduate experience
• Fulfilling other duties assigned through the Office of the Registrar to support student services programming

QUALIFICATIONS:
The successful candidate will demonstrate a high degree of autonomy and good judgement. Superior organizational skills, excellent attention to detail, and methodical project management skills are paramount. An interest in research, history and archiving would be a significant asset.

RELEVANT COMPETENCIES:
- Project management
- Strategic thinking
- Decision-making and action
- Communication

NUMBER OF VACANCIES: 1

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

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 200 hours total)

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.