Work Study Position – FALL/WINTER – Student Services - Student Clubs and Groups Assistant

STUDENT CLUBS AND GROUPS ASSISTANT
Job ID:
Office of the Dean of Students
University of Toronto- Trinity College

POSITION SUMMARY:
Supervised by the Assistant Dean of Students - Student 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 execution of training modules for new and returning Trinity College student leaders. The Trinity College Student Life - Clubs and Groups Assistant will also assist in the creation and dissemination of information about available supports, and resources for student organizations along with providing administrative, logistic, and communication support to the Assistant Dean of Students - Student Life. Other duties as assigned will include programming and support for the Office of the Dean of Students as needed.

DUTIES:
• Assist in the research and development of training modules for student leader training in areas of leadership, team building, effective communication, risk management, event planning, financial best practices, advertising etc.
• Support and/or host trainings for student leaders on these topics.
• Collaborate with appropriate Trinity College Officers to design, create, and disseminate informational supports and resources for student organizations.
• Assist in the logistical planning and administration of student organization support
• Other duties as assigned including support of ongoing Office of the Dean of Students programs

QUALIFICATIONS:
The successful candidate will demonstrate a high degree of autonomy and creativity. Computer skills will be an asset as key responsibilities require the use of Microsoft Office, and possibly other graphic design programs. Familiarity with community life at Trinity College is an asset.

RELEVANT COMPETENCIES:
• Collaboration
• Communication
• Goal setting and prioritization
• Leadership
• Professionalism

NUMBER OF VACANCIES: 1
APPLICATION DEADLINE: Tuesday, September 6th, at 5:00 pm

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

START DATE: Monday September 12th, 2022

END DATE: Friday March 31st, 2023

HOURS PER WEEK: 9-12 Hours Per Week (up to 200 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.

Work study students will undergo an onboarding and training process facilitated by the Trinity College staff. Managers are asked to meet weekly (or more) with their work study students to set short and long term working goals along with professional and personal development goals for the role. The work opportunities are modified to allow for growth in areas of student interest while also meeting the programming goals. The Office of the Dean of Students is currently utilizing the MS Teams platform to host regular individual and staff meetings but is also available via phone and e-mail communication.

Initial training and goals will be revisited at a mid point check in and again at the conclusion of the program. When possible and exit survey about their experience, an opportunity to ask for addition supports and resources, and an exit interview to provide feedback on areas for improvement for future work study students will be provided.

CCR: The Trinity College Student Life - Clubs and Groups Assistant supported the office of the Dean of Students with Trinity College in researching, creating, hosting, and updating student leader trainings, supports, and resources. Their work involved communication across a broad array of student organizations and required significant organizational skills while working independently. Their work required a high degree of professionalism, design and innovation skills geared towards communicating with student organizations, and an understanding of balancing timelines when working with a diverse group stakeholders.