TRINITY COLLEGE TOUR PROGRAM COORDINATOR
Job ID: 205155
Office of the Registrar
University of Toronto - Trinity College

POSITION SUMMARY:
Supervised by the Student Services Team and working with staff in the Office of Registrar and the Office of the Dean of Students, the incumbent will be responsible for assisting with the planning, promotion and implementation of online and in-person Trinity College Tour Programs. 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 a high quality tour program for the general public and prospective students to the College.

DUTIES:
• Creating and updating College tour related content for the Trin101 and Trinity Life Quercus pages
• Developing and enhancing the online & in-person tour experience of Trinity College; including online/in-person College resources
• Hiring, training, scheduling, and managing tour guides and room hosts; previous tour guide/room host, or related experience preferred
• Managing and staging College residence tour spaces
• Being student representatives at College community events
• Creating Trinity College memorabilia and making it available to the public and prospective students
• Developing and organizing the upcoming Fall/Winter Session Trinity College tour program
• Promoting events through the use of social media and other means
• Connecting with Trinity College community members and scheduling them for appropriate interaction opportunities
• Collaborating with the student services team to run summer semester programs and events
• Fulfilling other duties assigned through the Office of the Registrar and 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 in 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: 3

APPLICATION DEADLINE: Wednesday, August 24th, at 9:00am

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)

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.