Work Study Position – FALL/WINTER-
Student Services Centre

WELLNESS AND STUDENT LIFE PROGRAMMING ASSISTANT
Job ID: 203034
Office of the Dean of Students
University of Toronto - Trinity College

POSITION SUMMARY:
Supervised by the Director, Community Wellness and the Community Wellness Coordinators, the Wellness and Student Life Programming Assistant will be responsible for assisting with the planning, promotion, and implementation of programming for Trinity College students, focusing on health, wellness, and student life. The Wellness 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:

- Utilize feedback from Trinity College and University of Toronto community members to:
  - Research, develop and create passive campaigns related to student health, wellness, engagement, and success
  - Design, develop and execute in-person and online programs and events related to student life, health, wellness, engagement, and success
  - Run weekly programming in Trinity College's Wellness Space
- Curate Trinity's Wellness Space, ensuring the space is accessible and welcoming to Trinity College students
- Disseminate information from various University of Toronto and Trinity College events, activities, and services to students by producing posters, web adverts, paper invitations and social media posts
- Manage the @ForTrinStudents Instagram and Facebook accounts
- Create and update content related to wellness and student life for the Trinity Life Quercus pages
- 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. They must have experience community building, specifically with online and in-person 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
- Health Promotion
- Leadership
- Project Management
- Personal Health and Wellness

NUMBER OF VACANCIES: 4

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.

At the beginning of the fall semester each Wellness and Student Life Programming Assistant (WSLPA) will be asked to create SMART learning goals which will be reviewed and
consulted throughout the work study program. Assignment of job tasks and responsibilities will be mindfully selected to ensure the WSLPA is working towards their learning goals. A semesterly review will be conducted to provide review of their goals as well as positive and constructive feedback will be shared in order to improve job performance and help the student grow as a professional.

The WSLPA will meet on a weekly basis with their supervisor and the team of WSLPAs to review their weekly tasks and job responsibilities. The WSLPA will also meet one-on-one with their supervisor on a weekly basis to do an independent check-in to ensure they are meeting their learning goals and professional development objectives. The programs and events organized and run by the WSLPA will be attended by their supervisor and support will be provided throughout the planning process by their supervisor or other staff in the Office of the Dean of Students. MS Teams and email will also be used to connect throughout the work week to ensure the WSLPA feel supported.