Work Study Position – FALL/WINTER - Registrar's Office

TRINITY COLLEGE – Senior Career Program Assistant
Job ID:
Office of the Registrar
University of Toronto- Trinity College

CONTRACT PERIOD: September 7th, 2023 – March 31st, 2024

REMUNERATION:

It is expected that the Career Program Assistant will work approximately 100 hours throughout the academic session. This position is officially recognized on the University of Toronto Co-Curricular Record.

POSITION SUMMARY:
Supervised by the Office of the Registrar and the Student Services Centre team, the incumbent will be responsible for the assistance of putting together career programming that will assist students with their career journeys.

DUTIES:
• Assisting with the formation of Trinity Career programming
• Assisting with alumni mentorship program management which includes training of facilitators and planning of events and seminars
• Connecting with organizations on the behalf of the Academic Advisor, Career Exploration and Education in order form introductions for internships
• Putting together of social media and print advertising using Canva, Photoshop, etc
• Attending weekly meeting with Academic Advisor, Career Exploration and Education to discuss ideas for programming and execution

QUALIFICATIONS:
The successful candidates will demonstrate the ability to assist with the development of career programming for Trinity students through collaborations with the Academic Advisor, Career Exploration and Education and others

RELEVANT COMPETENCIES:
• Attention to detail
• Ability to professionally navigate communication through phone and email
• Team/ independent work
• Ability to work within time constraints

NUMBER OF VACANCIES: 2
**APPLICATION DEADLINE:** Thursday 24th August, 9:00am

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

**START DATE:** September 7th, 2023

**END DATE:** March 31st, 2024

**HOURS PER WEEK:** 8-10 Hours Per Week (up to 200 hours total)

**REMUNERATION:** Work Study pay scale (current rate of pay $15.90)

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.