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

TRINITY COLLEGE - RECORDS AND RESEARCH ROVER
Job ID: 224800
Office of the Registrar
University of Toronto- Trinity College

CONTRACT PERIOD: September 7th, 2022 – March 31st, 2024

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.

DEPARTMENT OVERVIEW:

The Records and Research Rover is a student staff member in the Trinity College Office of the Registrar. The Office of the Registrar is responsible for oversight of the academic student life at the College, with the goal of fostering the well-being and academic success of Trinity students.

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
• Managing and updating Trinity College student, staff, and faculty resource display boards around the college
• 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

STATEMENT OF UNDERSTANDING
As the Trinity College Records and Research Rover acts as an ambassador for the College, they are expected to adhere to all non-Academic Policies of the College and University of Toronto, including, but not limited to; the Trinity College Code of Student Conduct and the University of Toronto Code of Student Conduct. The Trinity College Records and Research Rover is expected to abide by the terms of their contract, and must acknowledge that they have read their job description. By submitting an application for the Records and Research Rover position, applicants acknowledge that the Registrar’s Office will be reviewing their academic history to determine suitability for appointment to this academic position.

NUMBER OF VACANCIES: 1

APPLICATION DEADLINE: Thursday, August 24th, 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](https://www.utoronto.ca/) 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.