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

TRINITY COLLEGE – Social Media Vlogger/Influencer

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 Social Media Vlogger/Influencer will work approximately 200 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 recording of responsible and entertaining on-camera content that captures information that is useful to Trinity College students as well as other outside viewers.

DUTIES:
- Recording of content using phone/camera equipment
- Some editing of recorded content
- Being up to date with events and happenings in and around Trinity College
- Putting together of videos using platforms such as Instagram and TikTok
- Attending weekly meeting with Academic Advisor, Career Exploration and Education to discuss ideas for content and execution
- 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 the ability to record and produce content for Trinity College that is entertaining, educational as well as responsible, through collaborations with the Academic Advisor, Career Exploration and Education and others. Candidates must know the importance of good lighting and audio for good quality content. The successful candidates will demonstrate a high degree of autonomy.
and creativity. A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount.

**RELEVANT COMPETENCIES:**

- Ability to operate camera equipment using phone/point and shoot camera
- Attention to detail
- Ability to professionally navigate Social Media platforms
- 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.