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

TRINITY COLLEGE – Video/ Social Media Content Editor
Job ID: 
Office of the Registrar
University of Toronto- Trinity College

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

REMUNERATION:
It is expected that Video/ Social Media Content Editors 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 editing and putting together of videos and content filmed by the Social Media Vloggers/ Influencers.

DUTIES:
• Editing content that is produced by the Social Media Vloggers/ Influencers
• Use of Garage Band, Photoshop and other editing platforms
• Some assistance with filming of content
• 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 take recorded content and edit it for Social Media platforms. 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:
• Video and audio editing
• Social media navigation
• Team/ independent work
• Ability to work within time constraints

NUMBER OF VACANCIES: 1
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.