

Communications and IT Assistant (Work Study)

Position Type and Location: Events and Programming, St George Campus

Work Hours: Monday – Friday; variable hours but no more than 15 hours per week

Vacancies: 1

Reports to: Dean of Divinity, Christopher Brittain

Degree/Credential Level: All levels of study welcome

Trinity College is a vibrant and diverse academic community with a rich history and an excellent local and international reputation. Since its founding in 1851, the College has valued and fostered a high level of academic achievement with some 2,000 currently registered students, 450 of whom live at the College. The Trinity College campus grounds comprise spectacular historic buildings. The College is the smallest college on the St. George Campus of the University of Toronto, located in the central Toronto downtown core, steps from the Bloor – St. George subway station and Queen’s Park.

Department Overview:

The Faculty of Divinity at Trinity College is a theological faculty that offers education for Christian ministry, general theological education and theological research, at both second-entry undergraduate and graduate levels. The Faculty is affiliated with the Anglican Church of Canada.

Position Summary:

This individual would help the office admin team draft and distribute communications material to Divinity students, alumni, and church stakeholders for the Faculty of Divinity. The individual would staff information tables at recruitment fairs, and offer initial follow-up after an offer of admission. The role would also provide technical assistance to Divinity teaching staff engaged in dual-delivery of teaching in the classroom. The individual would be responsible for setting up equipment, liaising with students participating in the course online, and facilitating interaction between online students and the course instructor during class session.

Educational and Experience requirements:

- All levels of study welcome.
- No preference will be given to scholarship recipients

Skills and Attributes:

- High level of autonomy, and strong organizational and project management skills, with the ability to prioritize and set goals.
- Proven experience in fostering communities, both in-person and online and demonstrate social intelligence.
- Familiarity with computers, various social media platforms, and A/V technical equipment.
- Demonstrated ability to work effectively and diligently, both independently and collaboratively within a team, is paramount.

- Effective communication skills, including facilitating and presenting information to others.
- Demonstrated commitment to ethics and integrity

Accessibility Considerations:

- Spends the majority of the shift moving between spaces/stations
- Occurs in a hybrid environment
- Liaises with partners within and external to the hiring department, both in-person and via video conferencing or other electronic means
- Works with tight and/or frequent deadlines
- Has a significant amount of independent work with limited oversight and direction

Application Information:

Please submit resume, covering letter and transcript (unofficial) by applying through the [Career & Co-Curricular Learning Network \(CLNx\)](#).

Job posting closing date: September 3, 2024 11:59 pm

Trinity College is a federated university in the University of Toronto and offers excellent employment opportunities with exceptional benefits. The College is a culturally diverse community that sustains a tradition of academic excellence and provides a vibrant and welcoming community of students, faculty, alumni, and staff.

Trinity College is committed to Employment Equity and Diversity based on merit, transparency, accessibility, and inclusion ensuring that all candidates are given a fair opportunity. If you need this job posting in an alternative format or if you require accommodation measures, please contact us at trinity.hr@utoronto.ca and we will work with you to meet your needs at every stage of the recruitment and selection process.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.