

Work Study Position – FALL/WINTER – Student Services - Student Clubs and Groups Assistant

STUDENT CLUBS AND GROUPS ASSISTANT

Job ID:

Office of the Dean of Students

University of Toronto- Trinity College

DEPARTMENT OVERVIEW:

The Trinity College Student Clubs and Groups Assistant is a student staff member in the Trinity College Office of the Dean of Students under the Assistant Dean of Students - Student Life. The Office of the Dean of Students is responsible for oversight of the non-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 Assistant Dean of Students - Student Life and working with staff in the Office of the Dean of Students, the successful candidate will be responsible for updating and supporting training modules for new and returning Trinity College student leaders. In addition the Trinity College Student Life - Clubs and Groups Assistant will also assist in the creation and dissemination of information about available supports and resources for student organizations along with providing administrative, logistic, and communication support to the Assistant Dean of Students - Student Life. This role also advertises and maintains a role of registered Trinity College organizations, updates relevant contact information, and supports shared club and group space access. In addition the Student Clubs and Groups Assistant will support the advertisement and dissemination of the Student Life Initiative Funding to applicable student organizations. Other duties as assigned will include programming and support for the Office of the Dean of Students as needed.

DUTIES:

- Assist in the updating, dissemination, and record keeping associated with training modules for student leaders in areas of leadership, team building, effective communication, risk management, event planning, financial best practices, advertising etc.
- Support and/or host trainings for student leaders on these topics.
- Collaborate with appropriate Trinity College Officers to design, create, and disseminate informational supports and resources for student organizations.
- Organize, maintain, and disseminate contact information to relevant offices of registered Trinity College organizations
- Assist in the advertisement and oversight of Student Life Initiative Funding
- Other duties as assigned including support of ongoing Office of the Dean of Students programs

QUALIFICATIONS:

The successful candidate will demonstrate a high degree of autonomy and creativity as well as clear organizational strategies for communication and the ability to set and meet deadlines. A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount. Ability to create professional level final drafts which can be provided to the community with minimal editing is strongly preferred. Computer skills will be an asset for advertisement creation and online community support. Familiarity with community life at Trinity College is an asset.

RELEVANT COMPETENCIES:

- Collaboration
- Communication
- Goal setting and prioritization
- Leadership
- Professionalism

MANDATORY TRAININGS

- Attend Trinity College Student Service work study student training;
- Attend safeTALK training;
- Complete Accessibility for Ontarians with Disabilities Act (AODA) training through U of T
- Complete equity, diversity, inclusion, and access training through U of T
- Complete online Identify, Assist, and Refer training offered by Health and Wellness;
- Complete online Sexual Violence Education and Prevention training offered by the SVPSC
- Attend ongoing trainings offered throughout the academic year.

NUMBER OF VACANCIES: 1

APPLICATION DEADLINE: Wednesday, September 4th, at 9:00 am

APPLICATION METHOD: Work-Study applications are collected through the [Career Learning Network Application module](#).

START DATE: September 3rd, 2024

END DATE: March 31st, 2025

HOURS PER WEEK: 9-12 Hours Per Week (up to 200 hours total)

REMUNERATION: \$15.90 per hours

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.

Work study students will undergo an onboarding and training process facilitated by the Trinity College staff. Managers are asked to meet weekly (or more) with their work study students to set short and long term working goals along with professional and personal development goals for the role. The work opportunities are modified to allow for growth in areas of student interest while also meeting the programming goals. The Office of the Dean of Students is currently utilizing the MS Teams platform to host regular individual and staff meetings but is also available via phone and e-mail communication.

Initial training and goals will be revisited at a mid point check in and again at the conclusion of the program. When possible an exit survey about their experience, an opportunity to ask for additional supports and resources, and an exit interview to provide feedback on areas for improvement for future work study students will be provided.

CCR: The Trinity College Student Life - Clubs and Groups Assistant supported the office of the Dean of Students with Trinity College in researching, creating, hosting, and updating student leader trainings, supports, and resources. Their work involved communication across a broad array of student organizations and required significant organizational skills while working independently. Their work required a high degree of professionalism, design and innovation skills geared towards communicating with student organizations, and an understanding of balancing timelines when working with a diverse group stakeholders.