

Program Facilitator – Alumni Career Mentorship Program

ALUMNI CAREER MENTORSHIP PROGRAM PERIOD: September 2nd, 2025 - April 30th, 2026

REMUNERATION:

It is expected that Program Facilitators will work approximately 20-40 hours throughout the academic year, in addition other university wide events. This position is officially recognized on the University of Toronto Co-Curricular Record.

PROGRAM SUMMARY

Trinity College's Alumni Career Mentorship Program was created in 2023. Its main purpose is to connect students with Trinity alumni, where students are given the opportunity to meet with alum who are in the field of work that students are interested in getting into. The program includes a kick off networking event in September where students have the opportunity to speak with various alumni, in one room, followed by small group sessions throughout the school year that are field specific. There will also be the incorporation of some "field trips" where students can visit off campus workplaces to see the alumni in their roles, at their jobs.

POSITION SUMMARY

Trinity College Program Facilitators will have the opportunity to assist with the planning and execution of Trinity's Alumni Career Mentorship Program under the guidance of the Academic Advisor, Career Exploration and Education.

EXPECTATIONS & DUTIES

- Be a Trinity College student in good standing throughout the term of appointment
- Attend mandatory online and/ in person trainings outlined below
- Attend mandatory monthly team meetings
- Attend and participate in the launch event in September 2025 (exact date to be determined)
- Attend and facilitate mentorship conversation sessions (please note that most sessions will take place between 1-4 times per month, on a weekday between the hours of 6:30pm-8:30pm)
- Be responsible for taking pictures and videos during events and sessions

MANDATORY TRAINING

- Attend safeTALK training (offered in the Fall 2025)
- Attend position specific training dates TBD
- Attend Mentorship Foundations Training offered by Student Life, Mentorship and Peer Programs
- Complete online Sexual Violence Education and Prevention training offered by the University of Toronto.

STATEMENT OF UNDERSTANDING

Trinity College Alumni Career Mentorship Program Facilitators act as ambassadors 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*. Trinity College Alumni Career Mentorship Program Facilitators are expected to abide by the terms of their contract and must acknowledge that they have read their job description.

HOW TO APPLY: You can apply by completing the following MS Form: <https://forms.gle/FzrF3KFWPnniTjN89>. Please note that you will be required to upload a resume to the form.

APPLICATION DEADLINE:

All applications must be submitted no later than 9:00 am on March 14th, 2025.

Please e-mail the Academic Advisor, Career Exploration & Education, Cheryl-Lyn Olamuyiwa, at cherryl.olamuyiwa@utoronto.ca with any questions or concerns.