

Orientation Executive Volunteer Role

Appointment Type: Volunteer Position

- Approximately 100 Hours April – September 1, 2025
- Approximately 40 Hours (in person) August 25 – August 31st
- Required Training Friday August 22nd (in person, all day)

Reports to: Assistant Dean of Students – Student Life and working with the Orientation Co-Coordinators

Trinity College is a vibrant and diverse academic community with a rich history and 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. Trinity College grounds comprise spectacular historic buildings, and the College is among the smallest and most prestigious colleges on the St. George Campus of the University of Toronto. Trinity's campus currently consists of four main buildings and is located in the central Toronto downtown core, steps from the Bloor-St. George subway and Queen's Park.

Position Summary:

Reporting to the Assistant Dean of Students - Student Life and working with staff in the Office of the Dean of Students, and the Orientation Coordinator, Trinity College Orientation Week is the responsibility of the Trinity College Community and successful candidates will be responsible for assisting with the research, development and implementation of the Trinity College Orientation Week for new and returning Trinity College students and student leaders. The Orientation Executive Team will provide feedback and support to the Assistant Dean of Students and Orientation Coordinator regarding Orientation and other duties as assigned including programming and support for successful student transition as defined by the Office of the Dean of Students.

Key responsibilities (but not limited to):

- Provide feedback and support in the logistical planning and administration of the Trinity College Orientation
- Complete appropriate training and instruction to support student transition into their college and provide a welcoming and inclusive experience.
- Collaborate with appropriate Trinity College Officers to welcome incoming students.
- *Orientation Executives available to support the in-person programming will provide logistical support and administration throughout the orientation week.

- Communications and Logistics support for Orientation Leaders and the programming they provide
- Other duties as assigned

Training:

- Required training August 22nd
- Attendance to asynchronous and in person trainings available throughout the summer are required to hold the position in September.
- Orientation Executives are required to be available to support in person Orientation logistics and preparation the week of August 18th

Education:

- Registered as a student at the University of Toronto (preferred)
- Successful completion of one year of study (preferred)

Experience:

- Registered as a student at Trinity College and familiarity with its community (preferred)
- Student leadership and event management experience (preferred)
- The successful candidate will demonstrate a high degree of organizational skill, use effective communication strategies, be a creative problem solver, an effective team leader, and approach tasks with a community-oriented and inclusive focus
- Candidates are accountable to the broader college community and must be able to speak to and navigate personal and professional expectations with this commitment in mind

Apply through the [Trinity College Orientation Website](#). Candidates will be interviewed, and positions will be filled on an on-going basis.

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 volunteer posting in an alternative format or if you require accommodation measures, please contact us at orientation@trinity.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.