

Work Study Position Title: **Multimedia Content Administrator**

Department / Unit Overview:

The Student Services Centre at Trinity College in the University of Toronto is comprised of the Office of the Registrar and Office of the Dean of Students. The Student Services Centre is meant to be a student's one-stop shop for any questions or concerns they have during their time at Trinity College. The staff in the Student Services Centre work together to support students in their academic life, residence life, and student life. The staff work to address and answer questions and issues, while making the appropriate referrals to resources and supports both on and off campus.

Position Description:

Supervised by the Office of the Registrar, the incumbent will be responsible for editing and producing high-quality video content for social media and websites, including Quercus, Instagram and the Trinity College web page which provides students information about future and current happenings as well as resources available to students. This position is especially important as it is a means of important communication for students in such a way that will be engaging whilst being informative.

Duties:

Edit raw video footage into engaging, polished videos using tools like Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, Garage Band or similar

Add music, voiceovers, subtitles, graphics, and visual effects as needed.

Organize and archive video assets and project files.

Collaborate with other department/faculty teams on creative direction

Ensure all content aligns with brand guidelines and accessibility standards

Assist with basic filming tasks, such as camera setup, lighting, audio and filming/recording

Meet project deadlines and accept feedback for revisions

Fulfilling other duties assigned through the Office of the Registrar and the Office of the Dean of Students to support community programs and needs

Integrating Work Integrated Learning principles by:

Skill development: student will develop professional, communication and administrative skills along with digital and technical skills that include the use of content tools and platforms and social media management

Workplace experience & belonging: there will be exposure to professional environments including in office as well as remote where they will learn how to navigate workplace culture, understanding of workplace expectations such as reliability and accountability and build professional networks through interactions with staff, alumni and outside parties

Academic connection: developing transferable competencies employers value through communication, marketing and media as well as team work on projects with other student staff

Career reflection & growth: student will have the ability to create reflection driven content that show the bridge between academic and future career possibilities through content that is created and posted, which will not only serve the audience but the student staff themselves

Qualifications:

Essential skills:

strong sense of visual storytelling, pacing, and narrative flow

ability to manage multiple projects and meet deadlines as well as strong file management and organization of assets and project timelines

Team work is important as they must be comfortable collaborating with others (creative teams, marketing, faculty, or peers)

must be a willingness to follow feedback and revise work as needed

strong verbal and written communication skills with the ability to take direction and incorporate feedback into revisions

Preferred skills:

demonstrate the ability to be proficient in video editing software such as Adobe Premiere Pro, Final Cut Pro, GarageBand, iMovie, or similar

attention to detail in cutting, transitions, sound syncing, and visual continuity

basic knowledge of motion graphics, color correction, and audio editing

ability to adapt editing styles for different platforms (e.g., YouTube, Instagram, Quercus)

Accessibility Considerations:

Spends the majority of the shift working at a computer

Spends the majority of the shift moving between spaces/stations

Occurs in a hybrid environment

Occurs in a number of different settings across campus

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

Commitment to Accessibility: I confirm accommodations will be made available as needed by the candidate

Skills:

Collaboration

Communication

Communications and Media

Creative Expression

Project Management

Technological Aptitude

Department / Unit: Office of the Registrar

Supervisor's Name: Cherryl-Lyn Olamuyiwa

Supervisor's Title: Academic Advisor, Career Exploration and Education