

Work Study Position – FALL/WINTER – Office of the Registrar

TRINITY COLLEGE PEER ADVISING PROGRAM – SENIOR ACADEMIC PEER ADVISOR

Job ID: 267052

Office of the Registrar

University of Toronto- Trinity College

CONTRACT PERIOD: September 8, 2026 – March 27, 2027

REMUNERATION:

It is expected that Senior Academic Peer Advisors will work approximately 200 hours throughout the academic year. This position is officially recognized on the University of Toronto Co-Curricular Record.

DEPARTMENT OVERVIEW:

The Senior Academic Peer Advisor is a student staff member in the Trinity College Office of the Registrar. The Office of the Registrar provides all Trinity students with academic, financial, and personal advising. The advisors in the office listen, offer answers, options, clarification, and advice, and also refer students to other more specialized services offered by Trinity and the University of Toronto. The Office of the Registrar is responsible for oversight of the academic student life at the College, with the goal of fostering the well-being and academic success of Trinity students. This also includes oversight of the recruitment and admission processes, and overseeing the tour program.

POSITION SUMMARY

Trinity College Senior Academic Peer Advisors are upper-year Trinity College students who provide guidance and support to their peers throughout the Fall/Winter academic year. They are responsible for helping to serve as a bridge between the student body and the Academic Peer Advisor team, and academic services and supports in the College and the University of Toronto community. The Senior Academic Peer Advisor also plays a key role in acting as a resource and leader for the Academic Peer Advisors team.

DUTIES:

- Registered as a Trinity College student in good standing throughout the term of appointment
- Provides guidance to peers about academic services and supports available at Trinity College and the University of Toronto
- Attends and delivers mandatory training to Academic Peer Advisors
- Attends regular (weekly/bi-weekly) planning meetings with the Student Services staff team
- Runs regular (weekly/bi-weekly) planning meetings with Academic Peer Advisor team
- Coordinates and runs multiple Academic Peer Advisor organized events each term
- Acts as a resource and mentor for other Academic Peer Advisors
- Creates online and in-person opportunities for students to interact with other Trinity College community members
- Promotes events using social media and other means
- Monitors online and in-person events to ensure quality of information and communication are consistent
- Researches, develops, and creates active/passive campaigns related to mental health
- Acts as a resource for the Student Services staff team during online and in-person academic programming and initiatives
- Supports and attends Academic Don, Community Advisor, Office of the Dean of Students and student leader programming pertaining to academics
- Duties assigned through the Student Services Centre to support centre programs and needs
- Attend and participate in the Trinity College Undergraduate Research Conference (TCURC)
- Prior experience as an Academic Peer Advisor is a key asset & preferred

QUALIFICATIONS:

The successful candidates will demonstrate a high degree of autonomy and creativity. They must have experience community building, specifically with online communities and social media platforms. Preference will be given to students with experience as an Peer Advisor or Academic Peer Advisor. A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount. Computer skills will be an asset as key responsibilities include the ability to create large posters using Power Point and other programs. Familiarity with community life at Trinity College is an asset.

MANDATORY TRAININGS

- Attend Trinity College Student Service work study student training;
- Attend safeTALK training;
- Attend Peer Advisor orientation training;
- Attend Mentorship Foundations Training offered by Student Life, Mentorship and Peer Programs;
- Attend sexual violence prevention training;
- Attend equity, diversity, inclusion, and access training;
- Complete online Identify, Assist, and Refer training offered by Health and Wellness;
- Complete online Sexual Violence Education and Prevention training offered by the University of Toronto;
- Attend ongoing trainings offered throughout the academic year.

STATEMENT OF UNDERSTANDING

As Trinity College Peer Advisors 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 Senior Peer Advisors are expected to abide by the terms of their contract, and must acknowledge that they have read their job description. By submitting an application for the Senior Peer Advisor position, applicants acknowledge that the Registrar's Office will be reviewing their academic history to determine suitability for appointment to this academic mentorship position.

NUMBER OF VACANCIES: 2

APPLICATION DEADLINE: Wednesday, August 12, at 9:00am

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

START DATE: September 8, 2026

END DATE: March 27, 2027

HOURS PER WEEK: 6-8 Hours Per Week (up to 200 hours total)

REMUNERATION: 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.