

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

TRINITY COLLEGE – Student Clerk

Job ID: 267040

Office of the Registrar

University of Toronto- Trinity College

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

REMUNERATION:

It is expected that the Trinity College Student Clerk 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 Trinity College Student Clerk 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:

Provide administrative and event support across various offices at Trinity College, assisting with student services, communications, and college events under the supervision of the Office of the Registrar.

DUTIES:

- Assisting with Trinity College events (book sale, resource fair, convocation, and other events as needed)
- Assisting with a range of small-scale projects in different departments throughout Trinity College.

- Assisting with the coordination and tracking of appointments and email communications in the Office of the Registrar.
- Updating display slides in the Buttery and other promotional materials across the college.
- Fulfilling other duties assigned through the Office of the Registrar to support student services programming

QUALIFICATIONS:

The ideal candidate is organized, reliable, and eager to gain experience in an office setting. No prior experience is required, but an interest in administrative tasks, event coordination, and student services is helpful. Basic knowledge of Microsoft Office and email is an asset, along with good communication skills and the ability to manage time effectively. The candidate should be willing to learn, work both independently and as part of a team, and handle information responsibly.

RELEVANT COMPETENCIES:

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|---------------------------------------|------------------------------|
| • Communication | • Decision-making and action |
| • Organization and Records Management | • Strategic thinking |
| • Project Management | • Teamwork |

STATEMENT OF UNDERSTANDING

As the Trinity College Student Clerk acts as an ambassador 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*. The Trinity College Records and Research Rover is 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 Student Clerk position, applicants acknowledge that the Registrar's Office will be reviewing their academic history to determine suitability for appointment to this academic position.

NUMBER OF VACANCIES: 1

APPLICATION DEADLINE: Wednesday, August 12th, 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 27th, 2027

HOURS PER WEEK: 6-10 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.