

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

TRINITY COLLEGE TOUR PROGRAM COORDINATOR

Job ID: 267035

Office of the Registrar

University of Toronto - Trinity College

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

REMUNERATION:

It is expected that the Trinity College Tour Program Coordinator will work approximately 200 hours throughout the academic session. This position is officially recognized on the University of Toronto Co-Curricular Record.

DEPARTMENT OVERVIEW:

The Trinity College Tour Program Coordinator 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:

Supervised by and working with staff in the Office of Registrar, the incumbent will be responsible for assisting with the planning, promotion and implementation of online and in-person Trinity College Tour Programs. The incumbent will have the opportunity to work closely with members of the faculty, administration, and student leaders to work toward the common goal of providing a high quality tour program for the general public and prospective students to the College.

DUTIES:

- Assists in creating and updating College tour related content for the Trin101 and Trinity Life Quercus pages, and Trinity College website

- Assisting in developing and enhancing the online & in-person tour experience of Trinity College; including online/in-person College resources
- Assisting in the hiring, training, scheduling, and managing of tour guides and room hosts (previous tour guide/room host, or related experience preferred)
- Managing and staging College residence tour spaces
- Being student representatives at College community events
- Creating Trinity College memorabilia and making it available to the public and prospective students
- Developing and organizing the upcoming Summer/Fall/Winter Session Trinity College tour program
- Promoting events through the use of social media and other means
- Connecting with Trinity College community members and scheduling them for appropriate interaction opportunities
- Collaborating with the student services team to run summer semester programs and events
- Fulfilling other duties assigned through the Office of the Registrar to support community programs and needs

QUALIFICATIONS:

The successful candidates will demonstrate a high degree of autonomy and creativity. They must have experience in community building, specifically with online communities and social media platforms. 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. As frontline staff, and often the first point of contact with college guests, candidates should have experience and be comfortable speaking to groups, answering questions, problem-solving, and group facilitation. Familiarity with community life at Trinity College is also an asset.

RELEVANT COMPETENCIES:

- Collaboration
- Communication and Media
- Decision-making and action
- Knowledge creation and innovation
- Project Management
- Technological aptitude

STATEMENT OF UNDERSTANDING

As Trinity College Tour Program Coordinators 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 Tour Program Coordinators 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 Tour Program Coordinator 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: 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 8th, 2026

END DATE: March 27th, 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.