

Work Study Position – FALL/WINTER – Communications and Events Assistant – International Relations Program

DEPARTMENT OVERVIEW:

The International Relations (IR) Program is a well-respected interdisciplinary undergraduate program within the University of Toronto's Faculty of Arts & Science that is hosted by Trinity College. In fact, Trinity's IR program is the oldest and largest program of its kind in Canada and has been the model for innovative interdisciplinary undergraduate education at the University of Toronto. The program is designed to equip students with knowledge of the international system using the methods of historical, political and economic analysis. Trinity College and the International Relations Program have emerged as the intellectual hub of international affairs in Canada.

DUTIES:

The Assistant to the IRP will be working collaboratively with Director and Program Assistant and be involved in the following activities:

- The IRP's newsletter, (promoting events and initiatives)
- Supporting event planning and logistics
- Engaging with members of the alumni community to promote the IRPAA.
- Every effort will be made to balance the work-study student's responsibilities with their academic responsibilities.
- Other duties and tasks as required

QUALIFICATIONS:

The International Relations Program is looking for a student who is interested in honing their skills in communication and event planning and contributing to fostering an engaged IRP community

- IR student looking to build their leadership skills and grow through engagement with the IRP events and outreach
- Ability to work collaboratively as part of the IRP team, and with students, alumni and faculty
- Demonstrated interest in communications and event planning
- Ability to manage multiple tasks, meet deadlines and support with keeping track of event details (e.g.: registration forms, guest lists, etc.)
- Some experience with coordination and logistics for events, such as in a student group
- Some graphic design skills and familiarity with design tools, such as Canva or Adobe Photoshop.
- Experience using email marketing software, such as Mailchimp, is a plus.
- Some copywriting skills
- Creativity and problem-solving skills
- Strong communication skills

Number of vacancies: 1

Application deadline: September 20th, 2026

Hours per week: Variable, up to 15 hours.

Remuneration: \$17.60 per hour

Please visit the [University of Toronto's Work-Study website here](#) for more information including eligibility.