

Work Study Position – FALL/WINTER – Student Services Centre

TRINITY COLLEGE COMMUNICATION & STUDENT LIFE PROGRAMMING ASSISTANT

Office of the Dean of Students
University of Toronto - Trinity College

DEPARTMENT OVERVIEW:

The Communication and Student Life Programming Assistant is a student staff member in the Trinity College Office of the Dean of Students and a member of Trinity's wellness team. The Office of the Dean of Students is responsible for oversight of the non-academic student life at the College, with the goal of fostering the well-being and academic success of Trinity students.

POSITION SUMMARY:

Supervised by the Director, Community Wellness and the Community Wellness Coordinators, the Communications and Student Life Programming Assistant will be responsible for coordinating the creation and maintenance of content on Trinity Life Quercus page and will be responsible for organizing the communication regarding academic, student life, and wellness programming and events to the broader Trinity student community. Additionally, the Communications and Student Life Programming Assistant will have the opportunity to collaborate closely with members of the administration, faculty, and student leaders to work toward the common goal of providing high quality programming to students throughout the fall and winter semesters.

DUTIES:

- Edit, review, and update of all content on the Trinity Life Quercus page.
- Update and manage the Trinity Life Quercus events calendar to ensure it is up to date and includes all programming offered by the College.
- Communicate and collaborate with various offices, resources, and students to create content for the Trinity Life Quercus module.
- Organize the dissemination of information and advertisements regarding College-run student events in collaboration with other Trinity Student Services work study students and Student Services staff.
- Collaborate with the Student Services team to run Trinity College programs and events.
- Research, develop, and execute student life and wellness programs related to student engagement, student leadership, residence life, community appreciation, and wellness.
- Assist the Office of the Dean of Students with coordination of Trinity-wide programs.
- Fulfil other duties assigned through the Office of the Dean of Students to support community programs and needs.

QUALIFICATIONS:

The successful candidates will demonstrate a high degree of autonomy and creativity, demonstrate clear organizational strategies for communication, and the ability to set and meet deadlines. A demonstrated ability to work diligently and effectively, both independently and within a team environment is paramount. Ability to create professional level final drafts which can be provided to the community with minimal editing is strongly preferred. Computer skills will be an asset for advertisement creation and online community support. Familiarity with community life at Trinity College is an asset.

RELEVANT COMPETENCIES:

- Collaboration
- Communication and Media
- Decision-making and action
- Leadership
- Project Management
- Technological aptitude

NUMBER OF VACANCIES: 1

APPLICATION DEADLINE: Friday, March 14th, 2025, at 9:00am

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

START DATE: September 2nd, 2025.

END DATE: March 31st, 2026

HOURS PER WEEK: 9-12 Hours Per Week (up to 100 hours total per semester)

REMUNERATION: Work Study pay scale (current rate of pay \$17.20)

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.