

Work Study Position – Summer & Fall/Winter – Student Services Centre

Trinity College Tour Program Coordinator
University of Toronto - Trinity College - Office of the Registrar

Summer Term (2025)

Job ID: TBD

Contract Period: May 6th, 2025 – August 12th, 2025

Remuneration: Work-Study pay scale (current rate of pay \$15.90)

Hours per Week: 9-12 hours per week (up to 100 hours total)

Number of Vacancies: 1

Application Deadline: March 14th 2025 , at 9:00am

Application Method: Work-Study applications are collected through the Career Learning Network Application module when the position is posted. For now, please apply via the MS Form provided on the Trinity College Student Opportunities website.

Position Summary

Supervised by the Student Services Team and working with staff in the Office of the Registrar and the Office of the Dean of Students, the incumbent will assist with the planning, promotion, and implementation of online and in-person Trinity College Tour Programs. This position offers the opportunity to work closely with faculty, administration, and student leaders to provide a high-quality tour experience for prospective students and the general public.

Duties

- Creating and updating College tour-related content for the Trin101 and Trinity Life Quercus pages.
- Assisting in the development and enhancement of the online & in-person tour experience of Trinity College, including online/in-person College resources.

- Assisting with hiring, training, scheduling, and managing tour guides and room hosts (previous tour guide/room host or related experience preferred).
- Managing and staging College residence tour spaces.
- Representing Trinity College at community events.
- Creating Trinity College memorabilia and making it available to the public and prospective students.
- Developing and organizing the upcoming Fall/Winter Session Trinity College tour program.
- Promoting events through 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 by the Office of the Registrar and the Office of the Dean of Students to support community programs and needs.

Qualifications

The successful candidate must demonstrate a high degree of autonomy and creativity. They should have experience in community building, particularly with online communities and social media platforms. The ability to work diligently and effectively both independently and within a team is essential. Computer skills, including proficiency in PowerPoint and other design software for creating large posters, will be an asset. Familiarity with community life at Trinity College is also preferred.

Relevant Competencies

- Collaboration
- Communication and Media
- Decision-making and Action
- Knowledge Creation and Innovation
- Project Management
- Technological Aptitude

Fall/Winter Term (2025-2026)

Job ID: TBD

Contract Period: September 2nd, 2025 – March 31st, 2026

Remuneration: Work-Study pay scale (current rate of pay \$15.90)

Hours per Week: 8-10 hours per week (up to 200 hours total)

Number of Vacancies: 2

Application Deadline: March 14th 2025 , at 9:00am

Application Method: Work-Study applications are collected through the Career Learning Network Application module when the position is posted. For now, please apply via the MS Form provided on the Trinity College Student Opportunities website.

Position Summary

Supervised by the Student Services Team and working with staff in the Office of the Registrar and the Office of the Dean of Students, the incumbent will be responsible for assisting with the planning, promotion, and implementation of online and in-person Trinity College Tour Programs. This role offers the opportunity to work closely with faculty, administration, and student leaders to ensure a high-quality tour program for prospective students and the general public.

Duties

- Assisting in creating and updating College tour-related content for the Trin101 and Trinity Life Quercus pages, and the Trinity College website.
- Assisting in the development and enhancement of the online & in-person tour experience of Trinity College, including online/in-person College resources.
- Assisting in the hiring, training, scheduling, and management of tour guides and room hosts (previous tour guide/room host or related experience preferred).
- Managing and staging College residence tour spaces.
- Representing Trinity College at community events.
- Creating Trinity College memorabilia and making it available to the public and prospective students.
- Developing and organizing the Fall/Winter Session Trinity College tour program.
- Promoting events through 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 programs and events.
- Fulfilling other duties assigned by the Office of the Registrar and the Office of the Dean of Students to support community programs and needs.

Qualifications

The successful candidates must demonstrate a high degree of autonomy and creativity. They should have experience in community building, particularly with online communities and social media platforms. A demonstrated ability to work diligently and effectively both independently and within a team is essential. Computer skills will be an asset, particularly in creating large posters using PowerPoint and other programs. As frontline staff and often the first point of contact with College guests, candidates should be comfortable speaking to groups, answering questions, problem-solving, and facilitating groups. Familiarity with community life at Trinity College is also preferred.

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 the 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 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.

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.

Please visit the University of Toronto's Work-Study website for more information, including eligibility.