

Communications and IT Assistant (Work Study)

Position Type and Location: Events and Programming, St George Campus

Work Hours: Monday – Friday; variable hours but no more than 15 hours per week

Vacancies: 1

Reports to: Dean of Divinity, Christopher Brittain

Degree/Credential Level: All levels of study welcome

Trinity College is a vibrant and diverse academic community with a rich history and an excellent local and international reputation. Since its founding in 1851, the College has valued and fostered a high level of academic achievement with some 2,000 currently registered students, 450 of whom live at the College. The Trinity College campus grounds comprise spectacular historic buildings. The College is the smallest college on the St. George Campus of the University of Toronto.

The Faculty of Divinity is a theological faculty that offers education for Christian ministry, general research, at both second-entry undergraduate and graduate levels. The Faculty is the largest of its kind in Canada.

The administrative team draft and distribute communications material to Divinity students, staff, and the Faculty of Divinity. The individual would staff information tables at recruitment events and follow-up after an offer of admission. The role would also provide technical support and be engaged in dual-

Effective communication skills, including facilitating and presenting information to others.
Demonstrated commitment to ethics and integrity

Accessibility Considerations:

Spends the majority of the shift moving between spaces/stations
Occurs in a hybrid environment
Liaises with partners within and external to the hiring department, both in-person and via video conferencing or other electronic means
Works with tight and/or frequent deadlines
Has a significant amount of independent work with limited oversight and direction

Application Information:

Please submit resume, covering letter and transcript (unofficial) by applying through the [Career & Co-Curricular Learning Network \(CLNx\)](#).

Job posting closing date: September 3, 2024 11:59 pm

Trinity College is a federated university in the University of Toronto and offers excellent employment opportunities with exceptional benefits. The College is a culturally diverse community that sustains a tradition of academic excellence and provides