STUDENT JOB DESCRIPTION

Job Title: Training Operations Assistant

Department: Housing & Conference Services

Supervisor Title: Training and Assessment Coordinator

Last Reviewed: October 2026

~~**Location(s):** Peterborough Campus~~

JOB PURPOSE:

The Training Operations Assistant (TOA) is a student employee within the Housing & Conference Services department. The general responsibility of the TOA is to assist the Training and Assessment Coordinator (TAC) with the planning and implementation of various tasks, projects, and events including May and August training, academic year student staff training initiatives, and student hiring logistics. The TOA will report to the Training and Assessment Coordinator.

KEY ACTIVITIES:

- Work closely with the TAC on the planning and execution of August Training for Student staff at both the Peterborough and Durham campuses.
- Plan and attend meetings with campus partners to successfully communicate logistics of Training and Hiring.
- Assist with other projects and events throughout the Academic Year and summer.
- Create and share communications with student staff regarding virtual and in-person training initiatives throughout the year.
- Communicate regularly with student staff, campus partners, and Housing & Conference Services Staff through email, MS Teams and meetings.
- Be familiar with the policies and operational procedures of Housing & Conference Services provided in training and the training materials provided.
- Create and update documents associated with upcoming projects and events.
- Other duties as assigned

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Ability to develop excellent professional interpersonal relationships and communicate effectively.

- Demonstrated creativity and sound problem-solving skills.
- Demonstrated customer service skills, responsibility, and leadership abilities.
- Ability to work independently with minimal supervision, take initiative, and be proactive.
- Shows maturity, responsibility and a positive attitude towards the tasks at hand.
- Working knowledge of computers and Microsoft Suite (Excel, Outlook, Word, and MS Teams).
- Knowledge of Trent's Housing & Conference Services department and the College Residences is considered an asset. Direct experience living and/or working in student housing preferred.
- Willingness to work some evenings and weekends.
- A valid Ontario G Class License (asset but not required)
- Ability to lift up to 25 pounds safely, following University ergonomic and safety guidelines.
- Experience working on large projects with multiple stakeholders is an asset
- Willingness to work some evenings and weekends.
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CONDITIONS OF EMPLOYMENT:

- Maintain status as a full-time student
- Maintain good academic standing
- Maintain good financial standing with the University
- Obtain a clear police record check
- Maintain a clear student conduct history with the University
- Maintain confidentiality regarding applicants, training, and student information.
- Trent University is committed to an inclusive and accessible work environment. Students requiring accommodation are encouraged to discuss their needs with their supervisor.