#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Gzowski College Administrative and Project Assistant

**Job Number:** A-434 | VIP: 1713

**Band:** OPSEU- 5

**NOC:** 1221

**Department:** Gzowski College

**Supervisor Title:** College Principal

**Last Reviewed:**  December 23, 2021

#### **Job Purpose:**

Reporting to the College Principal, and working closely with the College Principal and College Assistant, the Administrative and Project Assistant is responsible for supporting and promoting collegiate programs and events. The position may require collaboration with student and professional staff in all college offices, and staff in Communications and Enrolment. The Administrative and Project Assistant supports the college’s outreach strategy and maintains digital and print communications created in and for the college while also updating university-wide websites and calendars as needed to promote collegiate events to students, staff, faculty, alumni, and the broader community, and working with the Trent Communications team more closely as-needed.

#### Key Activities:

**Administrative Support**

* Maintains and updates departmental (college) website, including links and descriptions for event registration
* Assists with developing strategies to promote collegiate events effectively in the college, across campus, and as-needed in the wider community
* Supports student staff in the creation and editing of weekly college e-newsletter
* Assesses target audience for college events and helps plan promotional and communications strategy based on intended audience
* Works with the College Assistant and College Principal to create and maintain a consistent social media presence for the college
* Updates and maintains departmental calendars and provides event information for university-wide calendars as needed
* Gathers information, testimonials and media related resources to promote and strengthen the college identity

**Project Support**

* Coordinates infrastructure support (ex. booking space, catering, parking, cleaning, audio-visual equipment, and teleconference) as-needed to support college programming
* Coordinates with student and professional staff as-needed to confirm adequate staffing for college events
* Works with College Principal and College Assistant to create event plans for college programs
* Helps assess collegiate programming to determine appropriate breadth, quantity, and quality of events and programs
* Helps ensure that college staff, college student staff, and members/fellows of the college are aware of all relevant event information, including college services, supports and programming
* Supports delegation of projects to student staff and supports students on project planning when needed

**Other**

* Participates in departmental meetings and committees as required
* Attends college events and programs as required
* Some evening and weekend work required
* Other duties as assigned

#### Education Required:

University degree (general) required.

#### Experience/Qualifications Required:

1. Two years related experience preferred in the areas of project management and/or in creating/maintaining resources for programming and outreach
2. Well organized, results driven, with effective time-management skills and ability to focus on multiple priorities
3. Expert working knowledge of all social media platforms and experience with event planning and promotion
4. Demonstrated strong written/spoken communication skills and attention to detail
5. Demonstrated strength in project and event management, organization, evaluation, and reporting
6. Demonstrated experience editing, updating, and maintaining websites
7. Ability to work independently
8. Strong understanding of equity, diversity and inclusion in a postsecondary environment
9. Excellent knowledge of the Microsoft Office Suite with strong virtual communication skills
10. High degree of enthusiasm, creativity
11. Demonstrated ability to maintain confidentiality