



Toronto School of Theology Job Posting

TST Programs Assistant

Description:

The Toronto School of Theology (TST) is Canada's premier ecumenical theological consortium affiliated with the University of Toronto. TST consists of seven member colleges and serves to promote collaboration among the member colleges and with other educational institutions in ways that foster excellence in research and scholarship, quality student experience, genuine community, and to ensure standards around academic matters.

Reporting to the Associate Director, Graduate Programs, the TST Programs Assistant provides clerical and administrative assistance for academic graduate programs within TST. Duties include assisting with a variety of tasks related to graduate students and graduate student records including assisting in student orientation, updating and maintaining confidential student files and records, tracking student progress, data collection and assisting in administrative aspects of final oral examinations and language examinations. The incumbent will also serve as backup to the Graduate Centre for Theological studies, including acting as the first point of contact for inquiries by phone, email or in person.

Education:

Some post-secondary education preferred, plus training in office administration.

Experience:

Two to three (2-3) years experience providing administrative services, preferably in an academic setting.

Skills:

This position requires organizational skills, the ability to prioritize and manage concurrent tasks and deadlines, to work efficiently and accurately. Knowledgeable of data management, record-keeping. Keyboarding at 40 wpm. Intermediate level skills in using Word, Excel, Access, Zoom, MS Teams, OWL and other database software and platforms.

Other:

Must be a team-player, self-starter, and efficient with a positive attitude; committed to confidentiality and able to manage sensitive issues with discretion. Familiarity with graduate level academic studies and theological terminology an advantage. Comfortable working in an ecumenical Christian context.

Appointment Type: Full Time, continuing

Pay Scale Group, Range & Hiring Rate: TST 2N (\$50,481 - \$59,173) - expected hiring rate of \$50,481

Closing Date: Applications will begin to be reviewed beginning February 6, 2025 until the position is filled.

How to Apply: Submit your cover letter and résumé in a single PDF document via email only in confidence to jobs@tst.edu. ***Current TST students are not eligible to apply.***

Diversity Statement: The Toronto School of Theology embraces diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

*We thank all applicants for their interest. Only those considered for an interview will be contacted.
The Toronto School of Theology is committed to diversity and equity in employment.*

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