



Toronto School of Theology Job Posting

TST Office Assistant, Part-Time

TST Students May Apply

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.

The Office Assistant reports to the Director of Finance and Administration and provides in-person day-to-day clerical and administrative support for the general operations of TST. Duties include:

- managing and responding to in-person, email and telephone inquiries;
- assisting with room bookings;
- updating way finding and event signage;
- assisting in event preparations;
- monitoring supplies and preparing list of needed items;
- overseeing incoming and outgoing mail;
- performing walk-through of the building, reporting any maintenance related issues;
- trouble shooting basic office equipment (printers, copiers, Wi-Fi) and liaising with Victoria University's IT team for further support; and
- other duties as assigned.

This is a **part-time position until the end of June 2025**. The position offers flexible working hours up to 15-20 hours per week. **TST students are welcome to apply.**

Education: Some post-secondary education preferred, plus some familiarity in office administration.

Experience: Previous experience providing administrative services preferred.

Skills: This position requires organizational skills, the ability to prioritize and manage concurrent tasks and deadlines, to work efficiently, accurately, and independently. Knowledgeable of record-keeping. Intermediate level skills in using Word, Zoom, MS Teams, OWL and other database software and platforms.

Other: Must be a team-player, self-starter, and with a positive attitude. Comfortable working in an ecumenical Christian context.

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Appointment Type: Part-time, limited term to June 2025. Flexible working hours, Monday – Friday, 15 to 20 hour per week.

Pay Scale Group, Range & Hiring Rate: TST \$19.50 per hours, plus 4% vacation pay.

Closing Date: Applications will begin to be reviewed **beginning February 26, 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 and former TST students are 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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