



ROLE INFORMATION:

Position: Spirit Singers Programming Assistant

Department: Office of the Dean of Students – Woodsworth College

Reports to: Assistant to the Dean, Student Life and Equity

Hours: 200 hours (approx. 5-10 hours/week)

Compensation: \$17.60 per hour

Position Start Date: September 14, 2026

Position End Date: March 26, 2027

ELIGIBILITY:

Students must take a minimum of 2.0 FCE in the Fall-Winter Term (September 2026 to April 2027). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

JOB DESCRIPTION:

Spirit Singers are social-justice choral program who rehearse weekly and participate in multiple concerts throughout the academic year. The Spirit Singers Programming Assistant will assist with weekly administration for Spirit Singers which includes: managing a weekly agenda and community e-newsletter; printing and organizing of musical material; small purchasing for weekly rehearsal snacks; digital archive organizing; recruitment of new singers and light logistical management of events. This position is supported directly by Office of the Dean of Students staff with collaboration from the choral director and student choral committee. Experience with a previous musical program is a great asset, but not a direct requirement.

RESPONSIBILITIES:

- Supervised and collaborative oversight of program administration (recordkeeping, advancing organizational processes, providing on-site administrative support)
- Developing and supporting a student choral committee towards choir growth and performance
- Purchasing and set up for weekly rehearsals in preparation for concerts and events
- Attending in-person and online meetings with supervisor and/or community representatives
- Completion of necessary trainings, timely timesheet submissions and commitment to on-going development via the Work Study eModules and the Professional Development Workbook
- Timely professional communication with various stakeholders – **availability Monday evenings 4pm-8pm is non-negotiable for this role**

QUALIFICATIONS:

- Ability to work both collaboratively and independently
- Proficiency with Microsoft Office Suite, Adobe Suite; Google Suite, & Canva
- Excellent oral and written communication skills
- Strong critical thinking skills and ability to problem solve
- Adept in time-management, effective planning and organization



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- Previous experience with event planning and/or business organization and operation technology considered an asset.