



Toronto School of Theology
JOB POSTING

Administrative Assistance

Contract position (100 hours over 5 weeks, 20 hours per week, onsite in-person)

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 ensures consistent standards related to academic matters.

Reporting to the TST Registrar, the candidate will assist in:

- Organizing digital files in preparation for data migration
- Sorting, labelling, and archiving physical documents and files
- Reviewing physical and digital student files to ensure completeness
- Organizing shared email inbox by:
 - Identifying, extracting and filing important email attachments
 - Archiving outdated or duplicate emails

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, and to work efficiently and accurately. Knowledgeable of data management, record-keeping. Keyboarding at 40 wpm. Intermediate level skills in using Word, Excel, SharePoint, Access, Zoom and Teams, 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.

Salary: \$25 per hour, plus 4% vacation pay

Appointment Type: Contract, five (5) weeks (if needed, could be extended). 20 hours per week with a fixed schedule to be mutually agreed upon, Monday – Friday, between 9:00 am – 5:00 pm. This is an in-person, onsite position.

Closing Date: Applications will begin to be reviewed beginning **April 13, 2026** and will continue 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.***

Toronto School of Theology • 47 Queen's Park Crescent East • Toronto, ON M5S 2C3
www.tst.edu