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## **Employment Opportunity at Trent Radio Administrative Assistant (TWSP Eligibility Required)**

**Contract:** September 14, 2026 to April 16, 2027, 8 hours/week

**Rate of pay:** \$22.20/hour

Working as part of the Trent Radio Team, the Administrative Assistant will support the day-to-day operations at Trent Radio House by providing on-site support and guidance to volunteer producers including: radio monitoring, general house cleaning/snow shovelling, studio training, creative production support and compliance administration.

Working with the Director of Programming, the Administrative Assistant will perform administrative, graphic design and audio production tasks as assigned. The Administrative Assistant will gain experience in both the on-air production and the administrative sides of Community & Campus Radio.

These include maintaining clear and concise spreadsheets to reconcile CRTC programming logs, monitoring and processing PSA requests via email, producing promotional content for broadcast, and supporting the creation of visual promotional materials and our annual Radio Yearbook: Trout Rodeo.

The job will entail regular on-site shifts to support day-to-day programming, administrative compliance paperwork, production and promotional tasks as assigned. (8hrs total per week) Shifts generally take place on weekday evenings and continue through reading week and exam period based on student availability. Each staff member is assigned a regularly scheduled shift schedule for each term based around their academic schedule.

Successful candidates should be eager to engage with community members and support the behind-the-scenes operations at Trent Radio House. Reporting to the Director of Programming, the Administrative Assistant will complete their weekly shifts on-site during regular operating hours.

**Send applications to [info@trentradio.ca](mailto:info@trentradio.ca), Attention: Trent Radio FA26 Hiring Committee.** Please submit a resume and cover letter confirmation of TWSP eligibility, along with your regular weekly availability (outside of your class schedule), using your name and position title in the document file name.

**Application deadline:** Friday September 4th @ 5pm.

Only successful applicants will be notified.