Recreation Communications Assistant

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>August 7th, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Positions:</td>
<td>Up to 4</td>
</tr>
<tr>
<td>Rate of Pay:</td>
<td>Starting at $15.90</td>
</tr>
<tr>
<td>Position Start Date:</td>
<td>August 29, 2023</td>
</tr>
<tr>
<td>Position End Date:</td>
<td>March 31, 2024</td>
</tr>
<tr>
<td>Number of Hours per Week:</td>
<td>12-15 hours per week</td>
</tr>
<tr>
<td>Classification:</td>
<td>Work-Study</td>
</tr>
</tbody>
</table>

**Summary:** Reporting to Communications Specialist the incumbent is responsible for:
- Creating graphic imagery including but not limited to promotional graphics, videos and other digital materials that reflect and abide by the department branding package.
- Creating and designing imagery and video promotion using various platforms and tools such as Canva, Adobe Photoshop, InDesign, Illustrator etc.
- Producing informative and engaging student oriented short form videos (Reels/TikTok)
- Illustrating graphics appropriately for web and social media platforms such as Instagram, Twitter, TikTok etc.
- Editing creative marketing and narrative video content through the entire post-production process
- Assisting with development and implementation of creative digital communications strategies including, but not limited to, social media and digital publications
- Assisting the team as needed with projects and tasks relating to the field of work i.e., advertising, program sales and photographic coverage.
- Performing special projects as assigned

**Qualifications:**
- Must meet the work study program eligibility requirements for the Summer 2023 term.
- Tech background and computer skills is required.
- Knowledge of printing and graphic design.
- Flexible schedule with the ability to work varied hours.
- Skill in verbal and written communications.
- Requires great attention to detail and creative problem-solving skills.
- Familiarity with department programs and services is preferred (not required).
- Sufficient knowledge in Adobe, Canva, and Microsoft office is preferred.

**Method of Application:** Deadline to Apply: August 7th, 2023
Please send your resume, cover letter, and portfolio/sample work to aimee.padillo@utoronto.ca with a subject line “Work Study – Recreation Communications Assistant”

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted

**Contact Information:**
Aimee Padillo
Communications Specialist
aimee.padillo@utoronto.ca
University of Toronto Mississauga - Recreation, Athletic & Wellness Centre
3359 Mississauga Road
Mississauga, ON L5L 1C6