

## **Communications Job Family**

**Department: Centre for Student Engagement**

**Reports to: Student Engagement Coordinator, Student Organizations & Outreach**

### **Nature and Scope**

Communication jobs with the Centre for Student Engagement include a number of different roles, including outreach with student organizations, promotion of internal events, designing visual and video material for CSE programs and events across a number of different platforms. Staff are required to be available for weekly team meetings, develop campus-wide outreach campaigns, and have strong communication skills. Ideal candidates will have creative and innovative ideas, which will enhance the promotion of our programs, activities, and overall brand.

### **Jobs in the Communication Family include:**

- Communications Assistant
- Student Outreach Assistant
- Parent and Family Program Assistant

### **Duties and Responsibilities**

- Develop content for the website, which includes banners, advertisement headlines, and images.
- Develops content for social media platforms
- Film and edit videos
- Create campaigns for all CSE programs and initiatives with the use of the website, social media platforms, and in-person promotions
- Develop innovative and interactive tabling and outreach activities throughout the academic term
- Monitor U of T email account daily for work-related emails
- Attend weekly team meetings
- Participate in team socials and teambuilding

### **Training & Commitments**

- Attend Student Leadership Training
- Attend in-service training and development throughout the contract period;
- Assist with the recruitment and hiring process in Winter 2019/2020;
- Attend 1:1 meetings with a Student Engagement Coordinator/Team Lead regularly.

### **Additional Duties**

- Additional duties as assigned by a Student Engagement Coordinator, Student Organizations & Outreach.

### **Minimum Qualifications Required**

- Strong oral and written communications
- Strong graphic design, photography, or video recording/editing background
- Excellent time-management

- Familiarity with social media platforms and utilizing it appropriately and effectively
- Awareness of AODA requirements
- Cross-cultural awareness
- Knowledge of the campus and its resources
- Must maintain a minimum CGPA of 2.0 while employed with CSE
- Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study
- Be legally able to work in Canada.
- The incumbent must be available for the training at the end of August.

### **Contract Period**

Fall Term: The end of August, 2019 and concluding in April 2020.

**\*\*Exact dates to be confirmed at the time of an offer.**

### **Remuneration**

- **\$14 - \$16/ hour**
- **5 – 15 hours per week during the 2019/20 Fall/Winter terms**

**Interested and qualified candidates will be able to submit applications between January 7, 2019 and February 8<sup>th</sup> at 12 noon.**