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 8th at 12 noon.