

## ***Communications Assistant Job Description***

Reporting to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer, the Communications Assistant plays a key role in relaying timely information to the students of Innis College about the various events, workshops, information sessions and social activities that are offered throughout the academic year.

This is a casual part-time job opportunity that is task-specific and expected to take around **10 hours a week**, depending on event scheduling and time of year.

**Working with the Assistant to the Dean, Student Life, the main responsibilities for this position are:**

- Development, writing and email distribution of a bi-weekly e-newsletter
- Emailing important reminders and updates as required
- Gathering, collating, and confirming event dates and information from the various constituencies at Innis College and the broader campus, for inclusion in the newsletter(s) and website

This position is ideally suited for an upper-year Innis College student who has a comprehensive knowledge of the events and programming offered through the College's student groups and the Office of Student Life. The candidate should also have a broad knowledge of the University's Student Life programming and a good understanding of how communications are delivered to our constituent students through various forms of traditional and electronic media. This would be best suited for a student who has excellent writing skills and is interested in journalism, communications, social media, marketing, or event planning.

**Candidates should be organized and resourceful and have interest in the above, as well as having sufficient experience in:**

- MS Office Suite, including Word templates for newsletters
- Good command of written English with accurate grammar & spelling
- Attention to detail, especially dates, times & locations
- Ability to build relationships and make connections with the various student & administrative groups
- Must have tact, professionalism and be committed to maintaining confidentiality as required

The Communication Assistant will be paid an hourly rate of \$15.00/hr for hours worked to a maximum of 10 hours per week. This position may be posted as a Work-Study position requiring a supplementary application.

If at any time Communication Assistant has any questions or concerns related to their employment, they should speak to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer immediately.