



**ROLE INFORMATION:**

**Position:** Media and Communications Assistant

**Department:** Office of the Dean of Students – Woodsworth

**Reports to:** Coordinator, Student Programs & Access

**Hours:** 200 hours (approx. 5-10 hours/week)

**Compensation:** \$16.55 per hour

**Position Start Date:** September 2024 (Specific Date TBD)

**Position End Date:** End of March 2025 (Specific Date TBD)

**ELIGIBILITY:**

Students must take a minimum of 2.0 FCE in the Fall-Winter Term (September 2024 to April 2025). Students are permitted to accept only one work study position per program period. Students do not have to be OSAP eligible to apply for work study positions.

**JOB DESCRIPTION:**

The Media and Communications Assistant (MCA) will work closely with the Dean of Students Office to promote initiatives, services, and events for students. This role is designed for individuals who are passionate about using social media, public relations, and content creation to build an online presence and help the organization reach larger, more engaged audiences. You will also have an opportunity to contribute to a range of projects which fall within two areas: social media management and content creation.

In your application, please submit a portfolio that showcases your graphic and/or video social media work.

**RESPONSIBILITIES:**

- Monitor, research, development of our social media platforms: Instagram, Twitter, Facebook, Youtube, and TikTok.
- Be available to cover events/programming by taking video footage & photos for digital media use & storage.
- Assist in the organization and creation of content for the bi-weekly newsletter
- Fulfil regularly scheduled office hours each week.

**QUALIFICATIONS:**

- Proficiency with Design software such as Canva and/or Adobe Creative Suite (Photoshop, Illustrator, and/or InDesign);
- Graphic Design experience;
- Social media management;
- Attention to detail;
- Strong oral and written communication;
- Involvement with Woodsworth College and activities.