



ROLE INFORMATION:

Position: Communications & Programs Assistant

Department: Woodsworth College Residence

Reports to: Manager, Residence Life

Hours: 200 hours (approx. 5-15 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 Communications & Programs Assistant will be responsible for assisting the Residence Life Program in supporting residence initiatives and communications. They will be responsible for connecting with community in residence through pictures, videos, social media posts, and the residence-wide newsletter. The focus of the position will be to raise the profile of events and support awareness of community members, events, and activities so that all students have a chance to become more connected, engaged and involved in residence life. Knowledge of Woodsworth College and/or the residence community is an asset, but living in residence is not required for this role.

QUALIFICATIONS:

- Being a registered student at the University of Toronto for 2024-25 year in good standing;
- Basic knowledge of branding/marketing and/or professional communications.
- Familiarity with Microsoft Office (Word, PowerPoint, Excel) and/or at least one form of illustration/artistic software (such as Canva, Illustrator, Photoshop, etc).
- Familiarity with social media platforms (e.g. Discord, Instagram, etc).

RESPONSIBILITIES:

- Helping to create and maintain a digital community for residence;
- Assisting in maintaining and monitoring social media accounts, newsletters, residence web content, and media screens;
- Fostering community engagement across all social media channels;
- Creating posters and marketing material for events;
- Assisting Residence Dons and Residence Council with event promotions;
- Attending residence events to take pictures to post on social media channels & website;
- Keeping detailed metrics and submitting monthly reports to supervisor;
- Attending residence life staff meetings as required.