

ROLE INFORMATION:

Position: Media and Communications Assistant (1)

Department: Office of the Dean of Students – Woodsworth

Reports to: Coordinator, Student Success and Transitions

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

Compensation: \$17.60 per hour

Position Start Date: September 2026 (specific start date TBD)

Position End Date: End of March 2027 (specific end date TBD)

ELIGIBILITY:

Students must take a minimum of 2.0 FCE in the Fall-Winter Term (September 2026 to April 2027). 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 Woodsworth College's Office of the Dean of Students 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.
- Assist in the organization and creation of content for a bi-weekly newsletter.
- Cover photography and videography of college events/programming for digital media and promotional use.
- 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.

WHY SHOULD YOU CONSIDER THIS ROLE?:

Skills Development

This role provides hands-on experience with widely used digital tools (Canva, Adobe Creative Suite) and platforms (Instagram, Twitter, TikTok, etc.), strengthening your design, content creation, and social media management skills. The regular creation of visual and written content builds communication, time management, project coordination, and attention to detail—all being transferable workplace skills!

Workplace Experience & Belonging

You will be a part of the Office of the Dean of Students team! Our office is supportive and prides itself on being student-centered. As part of the team, you'll be collaborating with others to develop engaging social media promotional items and ways to show the student population what our events are like. This exposure helps you understand workplace norms and expectations, such as punctuality, meeting deadlines, and collaboration in addition to helping you connect and network with other student-life professionals.

Academic Connection

This role is an excellent opportunity for students who are studying, or have an interest in, design, art, communications, marketing, digital humanities or social media management. Designing communications for targeted audiences reinforces theoretical concepts from coursework such as audience engagement, visual rhetoric, or digital storytelling, thereby connecting classroom learning to workplace practice.

Career Reflection & Growth

Work-study opportunities are a time for career reflection and growth. In addition to training and ongoing weekly meetings for feedback, you'll connect with your supervisor for structured personal development. You will develop a personalized learning plan, have a mid-point check-in, and a final reflection. These activities will help you develop practical career-based skills, enabling you to effectively share your experiences on your resume and in interviews. This comprehensive approach will be invaluable for your future job search processes.