

Innis Communications Assistant Job Descriptions, Minimum Requirements

Minimum Requirements

The Innis College Office of Student Life is now accepting applications for Communications Assistant for the 2018-19 academic year.

In order to apply, students must meet the following minimum requirements for application. Applicants must be:

- An Innis student and/or Innis resident (going into second year and above). This includes all Innis commuter students in the Faculty of Arts & Science and all Innis residents in Arts & Science, the Faculty of Applied Science and Engineering or Faculty of Architecture.
- Returning as a full-time student in 2018 - 2019
- In good academic and financial standing as of May 31, 2018 (e.g. not on academic probation or in financial arrears)

Please note that the above are only the minimum requirements for applications are evaluated on a qualitative basis according to a large number of factors, particularly the applicant's contributions to the Residence, College or University community in the past year. **This position is open to both commuter students and residents.**

Incomplete and late applications will not be considered.

For more information on Student Life programming at Innis please visit www.innislife.utoronto.ca or email studentlife.innis@utoronto.ca

Role 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

- Assisting with the development of print and/or digital communications materials, for the Office of Student Life, as required (e.g., Student Life handbook, merchandise)

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 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.