

Innis Digital Media Assistant Job Descriptions, Minimum Requirements

Minimum Requirements

The Innis College Office of Student Life is now accepting applications for Digital Media 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.** This position may be posted as a Work-Study position requiring a supplementary application.

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 Digital Media 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 approximately **10 hours per week**, depending on event scheduling and time of year.

Working with the Assistant to the Dean – Student Life and Communications Officer, the main responsibilities for this position are:

- Managing and updating both the Residence and Student Life Websites, using Wordpress (i.e., "Webmaster")

- Managing social media content for the promotion and recapping of Student Life-related programs and events (e.g., Facebook, Innis App, Instagram)
- Managing the Residence's digital display board, using Wordpress
- Performing additional digital communications duties as required

This position is ideally suited for an upper-year Innis College student who has a comprehensive technical knowledge of social media and website design and management. As well, the student should understand the events and programming offered through the College's student groups and the Office of Student Life. This would be best suited for a student who has excellent technical skills and is interested in web design, communications, and social media.

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

- MS Office Suite, including Publisher, Word, Powerpoint
- Updating and creating web sites using HTML and WordPress (understanding java script, css, and php a plus)
- Knowledge of Facebook, Instagram, Twitter and YouTube
- 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

They will be paid an hourly rate 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 Digital Media 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.