



MEDIA ASSISTANT

DEPARTMENT: Queen's University International Centre (QUIC)
WORK PERIOD: Spring-Summer term 2024, 30-40 hours;
Fall term 2024, 60 hours
Winter term 2025 60 hours
ELIGIBILITY: Queen's University Student
Work-Study Program entitlement is encouraged but not required
RATE OF PAY: \$16.55/ hour
APPLICATION DEADLINE: February 25, 2024

JOB SUMMARY:

Queen's University International Centre (QUIC) is looking for a student worker who is an excellent communicator passionate about media, visual design and connecting through technology. This is an opportunity to join a dedicated team that supports international students at Queen's. The candidate will work with the Communications Coordinator to create materials to promote the Centre to various audiences.

DUTIES AND RESPONSIBILITIES:

- Prepare promotional materials targeting specific audiences;
- Design templates for posters and newsletters;
- Create engaging social media content to generate interest in relevant topics;
- Produce quality photos and short videos showcasing QUIC activities;
- Contribute to the QUIC Communications Plan;
- Other duties as needed.

REQUIRED SKILLS:

- Excellent communication and English writing skills with the ability to tailor communication style to engage specific audiences;
- Experience with social media marketing, Instagram tools and promotional writing;
- Skills in using Canva to design posters and infographics;
- Project and time management skills with attention to detail while responding to organizational needs and communication plan deadlines;
- Ability to respond positively to creative criticism and effectively interact with a team;
- Appreciation of diversity and issues related to cultural identity & inclusion;
- Curiosity and willingness to learn something new.

SKILLS THAT WOULD BE OF ASSET:

- Formal education/courses completed in creative writing, graphic design, photography or social media marketing;
- Video editing/production;
- WebPublish editing;
- Knowledge of QUIC programs and services.

POSITION BENEFITS:

- Contribute to the international community at Queen's;
- Strengthen marketing and project planning skills in a professional setting;
- Access professional development and networking opportunities.

HOW TO APPLY:

Email your resume, cover letter, a link to your portfolio/social media account and a sample of your work to Hanna.Bathurst@queensu.ca with 'Media Assistant' in the subject line. In your application please include your Student Number, Study Program, and Year of Study.

Only those selected for an interview will be contacted.

If you are taking part in the **Work Study Program**, please be ready provide a confirmation that you have applied for [Work Study](#) at Queen's.

In order to address the unique needs and concerns of international students, this opportunity is open primarily to qualified individuals who self-identify as international students and temporary residents who hold a valid study permit. QUIC's preference is given to applications received from international students. This initiative follows the provisions of a special program and special employment as outlined by the [Ontario Human Rights Commission](#). Canadian students may apply.

Queens University is committed to employment equity and diversity in the workplace and welcomes applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.

*Queen's University is situated on the traditional Anishinaabe and Haudenosaunee territory.
We are grateful to be able to live, learn and play on these lands.*