



Queen's University International Centre MEDIA ASSISTANT Student Job Posting

Work period: July - December 2019. **Total number of hours:** 100 – 140.

Eligibility: Students currently enrolled @ Queen's.

Hourly Pay: \$14.60; this is a casual part-time position.

Supervisor: QUIC Promotion Coordinator.

[Queen's University International Centre \(QUIC\)](#) is looking for an engaging communicator who is passionate about media, visual design and connecting with others through technology. This is an exciting opportunity to join a dedicated team that supports International Students at Queen's in student development, transition and success. The candidate will update the QUIC website, promote the Centre and share stories with our communities. The assistant will work with the QUIC team on site (i.e. must be available in Kingston between July and mid-December 2019, with some flexibility to work occasionally on evenings, weekends and off-site).

Responsibilities:

- Update and maintain the QUIC website (utilizing the latest WordPress 5/Gutenberg platform editor, widgets and plug-ins).
- Design templates for posters, newsletters and other publications.
- Write and design various promotional materials targeting specific audiences.
- Create social media content with engaging posts to generate interest in relevant topics.
- Produce quality photos and simple short videos showcasing QUIC activities.
- Contribute to the QUIC Communications Plan.
- Take on other projects as assigned.

Core skills that are required:

- WordPress 5/Gutenberg web editing/layout/publishing skills and experience.
- Excellent communication skills and English writing skills with the ability to tailor communication style to engage specific audiences.
- Skills in using Adobe Creative Suite to design materials such as posters, photo albums and/or infographics.
- Experience with social media marketing and/or promotional writing.
- Ability to follow QUIC/Queen's University social media and visual identity guidelines.
- Project and time management skills with attention to detail, responding to organizational goals, supervision and deadlines; willingness to learn.
- Appreciation of diversity and issues related to cultural identity & inclusion.

Other related skills that would be of asset:

- Engaging personality with interest in international education and world cultures.
- Some formal education/courses completed in creative writing, graphic design, photography or social media marketing.
- Experience in producing and editing videos.
- Knowledge of QUIC programs and services.
- Some understanding of issues related to student transition into a new environment.
- Ability to speak another language.

How to Apply:

Please email your cover letter, resume and **samples of your work** (as email attachments and/or hyperlinks) to quic@queensu.ca by July 7, 2019.