DEPARTMENT: Queen’s University International Centre (QUIC)

WORK PERIOD: May – November 2020

ELIGIBILITY: Queen’s University Student. Must be currently enrolled for Winter 2020 term and continuing their studies in Fall 2020. Work-Study Program Entitlement is encouraged but not required.

RATE OF PAY: $14.60/hour, 40 hours overall May - June
60 hours overall September - November

APPLICATION DEADLINE: March 15, 2020

JOB SUMMARY:

Queen’s University International Centre (QUIC) is looking for an engaging communicator who is passionate about media, visual design and connecting through technology. This is an exciting 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 in our communities.

DUTIES AND RESPONSIBILITIES:

- Prepare various promotional materials targeting specific audiences;
- Design templates for posters and newsletters;
- Create social media content with engaging posts 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 and promotional writing;
- WordPress 5/Gutenberg web editing skills and experience;
- Skills in using the Adobe Creative Suite and Canva to edit images and design posters and infographics;
- Project and time management skills with attention to detail while responding to organizational needs and communication plan deadlines; willingness to learn;
- Appreciation of diversity and issues related to cultural identity & inclusion;
- Some understanding of issues related to student transition into a new environment.

SKILLS THAT WOULD BE OF ASSET:

- 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;
- Ability to speak another language.

POSITION BENEFITS:

- QUIC Staff Training.
- Strengthen marketing and project planning skills in a professional setting.
- Access professional development opportunities within Queen’s Student Affairs.
- Support international education activities.

HOW TO APPLY:

Email your resume and cover letter 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 of the Work Study Program, please be ready provide a confirmation that you have applied for the Work Study Program at Queen’s: http://careers.queensu.ca/students/services-students/employment-programs.