



MARKETING ASSISTANT

DEPARTMENT: Queen's University International Centre (QUIC)
WORK PERIOD: Spring-Summer term 2023, 30-40 hours
Fall-Winter term 2023-24, 100-120 hours
ELIGIBILITY: Queen's University Student
Queen's Work Study Program students may apply (not required).

RATE OF PAY: \$15.50/hour (plus vacation pay)
APPLICATION DEADLINE: March 23, 2023

JOB SUMMARY:

[Queen's University International Centre \(QUIC\)](#) is looking for student worker who is an excellent communicator passionate about media, visual design and connecting through technology, with proven experience with media projects. This is an opportunity to join a dedicated team that supports international students at Queen's.

DUTIES AND RESPONSIBILITIES:

- Prepare promotional materials targeting specific audiences;
- Design templates for posters and newsletters;
- Write 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;
- Video editing, camera work, audio tracks for media projects;
- Website editing skills and experience;
- Graphic design skills using Canva and/or the Adobe Creative Suite
- 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.

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:

- Learning and working with the QUIC team, esp. the World Link student team;
- Contribution to the international community at Queen's;
- Marketing and project planning skills development in university setting;
- Access professional development opportunities within Queen's Student Affairs.

HOW TO APPLY:

Email your **resume, cover letter and link to your portfolio/social media account and a sample of your work** to sh42@queensu.ca with 'Marketing Assistant' in the subject line. In your application please include your Queen's Student Number, Study Program, and Year of Study. Only those selected for an interview will be contacted.

Work Study Program:

If you are a Queen's University student taking part in this program, please be ready provide a confirmation.

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](#).

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.

Covid -19 Considerations:

Activities may take place in person or online depending on Ontario Public Health and University Guidelines and Regulations should the need arise.

*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.*



STUDENT AFFAIRS
QUEEN'S UNIVERSITY
INTERNATIONAL CENTRE