Student Volunteer Connections (SVC) works to educate students, help develop their skills, ignite their passions and foster their engagement in the community through volunteerism.

**Communications Assistant**

The Communications Assistant promotes SVC’s and Student Life’s programs and services to the student population through printed material, email content, and various social media platforms. More broadly, the Communications Assistant promotes on-campus and local volunteer opportunities for students to connect to the community and develop their skills.

**Term:**
- August 27 – 31, 2018 (30 hrs)
- September 4 – December 7, 2018 (8 hrs/wk, 14 wks)
- January 7 – April 5, 2018 (8 hrs/wk, 12 weeks excluding Reading Week)

**Hours:** 222 hours total

**Pay:** $15/hour, plus 4% vacation pay

**Supervisor:** Coordinator, Local Engagement in Student Life

**Roles and Responsibilities**

**Communication, Networking and Outreach:**

- Create and oversee regular content for SVC’s [Facebook](#) and [Blog](#) and [Gryphlife](#) pages;
- Oversee SVC’s online social media content, in line with Student Life’s communication calendar, and provide training to SVC volunteers on social media guidelines;
- Coordinate, solicit content, and publish the ‘Volunteer Weekly’ newsletter to promote upcoming programs, services, and job/volunteer opportunities to support student development and community engagement;
- Monitor SVC’s courselsink page, post upcoming events, and add interested new users;
- Assist with, and provide social media coverage at, major SVC events including Fall and Winter Project Serve Days, Volunteer Fairs, and at least one volunteer trip per semester;
- Oversee the preparation and curation of Student Life’s annual gallery exhibit at 10C Community Hub.

**Administration:**

- Support office operation, by answering the phone, responding to email, etc;
- Provide monthly metric reports to the Coordinator, Local Engagement on usage of social media platforms, and readership of Volunteer Weekly, to inform further promotional strategies;
- Complete thorough transition report at end of term.
Further Responsibilities:

- Attend staff training sessions and meetings as required;
- Support other staff and volunteers with their various initiatives, as needed;
- Assist individuals who contact SVC.

Qualifications

Successful candidates must demonstrate:

Ability to:

- Work professionally, independently and in a team environment;
- Use online and social networking tools in innovative ways, for the purposes of engaging students, university, and community stakeholders to promote the work and mandate of SVC;
- Coordinate and provide leadership to a volunteer team for online promotion.

Knowledge of:

- Best practices in social media engagement, and basic marketing campaign strategies for a student audience;
- The University of Guelph and Greater Guelph-Wellington Community stakeholders.

Skills in:

- Oral and written communication;
- Organization and time management;
- Networking (online and in person);
- Interpersonal communication.

Strong Experience in:

- Event promotion and social media communication;
- Working with diverse groups with varied needs and experience;
- Photography and videography skills (an asset).

Deadline for applications is August 5th, 2018 at 11:59 PM.

If you think you would be an ideal candidate for the position, please email your cover letter and resume to svc.coordinator@uoguelph.ca. Applicants must be registered as UofG students in the 2018-2019 academic year. Student Volunteer Connections, in Student Life, is an equal opportunity employer committed to diversity and welcomes all interested parties to apply. Only those applicants selected for an interview will be notified.