

Job Description for Temporary, Casual or Interim Positions

Job Title	Communications Assistant		
Interim Job Code	INT003	Pay Grid	Temporary
Student Work Program Job Code	WPS003	Pay Grade	Level 2

Job Summary

Provide support in print and electronic media technologies to promote marketing and communication for a program or department.

Accountabilities

1. Contribute to internal communications projects, including updating content for websites, e-newsletters, print publications, video production.
2. Assist program/department staff to plan, coordinate, and implement various communication projects.
3. Assist in the research, development and maintenance of communication content.
4. Collect, draft and write content utilizing provided templates for communication related activities.
5. Compile data detailing the use of social media platforms, web traffic, media coverage and other communication related activities.

Qualifications

Education: Community college diploma or equivalent, or enrolment in relevant university program.

Experience: Experience working and programming various Web and Social Media platforms.

Working Conditions

- Typical office environment.
- Work is performed under general guidance and direction.

Exclusions

- Does not design web pages, navigation or layout, or create graphic images, photography or videos.
- Does not train other staff on making website or program changes.
- Does not develop databases.
- Does not provide advice regarding website structure, guidelines or development.