Job Description for Temporary, Casual or Interim Positions

Job Title	Communications Assistant IIB		
Interim Job Code	INT025	**Pay Grid**	Temporary
Student Work Program Job Code	WPS025	**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 communication outlets, and provide suggestions for improvements based on observations.
6. Contribute to the creation of graphics, photos, or video assets for use in web projects and on social media.
7. Edit basic HTML and CSS to help maintain and improve web content quality and accessibility.
8. Assist in the development of training materials for other staff and faculty.

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.

Date Revised: February 14, 2018