



CAMPUS EMPLOYMENT JOB POSTING

FOR MORE INFORMATION CONTACT
ADMINISTRATOR CAMPUS EMPLOYMENT
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JOB TITLE	MARKETING & COMMUNICATIONS ASSISTANT
DEPARTMENT	Marketing & Communications
PROGRAM RELATED	General Business/Computer Programming/Interactive Media Development/Digital Marketing

QUALIFICATIONS

- Interest in General Business, Computer Programming, Interactive Media Development, or Digital Marketing (must be enrolled in a program).
- Good communication skills (reading and writing).
- Understanding of basic photography and video using a smartphone.
- Have excellent written & verbal skills & comprehension. Computer proficiency with word processing, basic database, presentation and email software. Proficiency using social media platforms (Facebook, Instagram, Twitter, Snapchat, Tiktok).
- Good organizational and time management skills.

DUTIES

- Complete website updates as needed; publish and edit posts.
- Organize photo inventory for website and social.
- Edit videos for events, testimonials and more.
- Create graphics and videos for various events and activities.
- Assisting with the set-up/take-down of all college events.
- Work closely with Communications Officer to ensure consistency across messaging and branding.
- Perform other duties as assigned.

VACANCIES	1	JOB START DATE	May 2024
PAY RATE	\$16.55/hr	JOB END DATE	August 2024
DEADLINE TO APPLY	Open until filled		
HOURS	As scheduled to a maximum 120hrs per eligible semester		

HOW TO APPLY:

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT succi.com/student-jobs