

Student Position – Communications Assistant

The [Community Engaged Scholarship Institute](#) (CESI) is hiring a senior undergraduate or a graduate student to join our team as Communications Assistant for the Fall 2020 and Winter 2021 semesters. CESI is a research and teaching institute in the College of Social and Applied Human Sciences working in collaboration with community organizations to address community research needs. Our work enables university-community collaborations that positively impact our partners and the wider community.

Reporting to the Knowledge Mobilization Coordinator, the Communications Assistant will support CESI's ongoing communications activities. The student will work with CESI staff to raise awareness of our activities and to ensure that our website is attractive and accessible.

Main Duties

- Work with CESI's Knowledge Mobilization Coordinator to administer the CESI website, including reviewing, editing and creating content, and working in the back end to address issues.
- Support research communications at CESI by identifying new website content, researching and writing blog posts (e.g. research profiles, project summaries), and contributing to the Institute's social media engagement.
- Develop and implement strategies to ensure that all online content complies with the requirements of the *Accessibility for Ontarians with Disabilities Act*. This includes working in Microsoft Word and Adobe Acrobat Pro to make required formatting adjustments to existing documents.
- Coordinate [CESI's use of the 10C shared space](#) by liaising with campus partners and with 10C staff, and registering bookings.
- Create and/or assist with infographics, posters, reports or other products to help translate CESI research into more accessible and visually appealing formats.

community. campus.
collaboration.

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cesinstitute.ca



Hours of work will be between 5 and 7 hours per week from September 2020 until May 2021. The majority of the work could be done remotely. Pay will be based on the University of Guelph student rate range and commensurate with experience.

Required Skills and Experience

- Excellent writing and editing skills.
- Good organizational and project management skills.
- Very strong attention to detail.
- Good knowledge of Microsoft Word and Adobe Acrobat Pro.
- Good judgment and problem-solving skills.
- Readiness to learn.

Additional Skills and Experience (Assets)

- Experience related to community or stakeholder engagement.
- Good graphic design skills, demonstrated in products such as posters, infographics or designed reports.
- Relevant experience in research communications, editing, website design and management, digital accessibility or related tasks.

Training will be provided to the selected candidate. The position is open to students from across the University of Guelph.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. We invite and encourage applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our institution.

Application Package

- Curriculum Vitae (CV)
- Short cover letter describing your interest in this position (max. 1 page)
- A sample of a recently completed short written piece, such as a blog or newsletter article



Application Deadline: Please submit your application package by 11:59pm on Sunday, August 23.

Interviews will be held the week of August 31.

Send your application package to the attention of:

Kendra Schnarr

Research Project Assistant

Community Engaged Scholarship Institute

kschnarr@uoguelph.ca



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