

CESI Student Position

Communications Assistant

The [Community Engaged Scholarship Institute](https://cesinstitute.ca) (CESI) is hiring a graduate student to join our team as Communications Assistant for the Fall 2022 semester onwards. CESI is a research and teaching support unit 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 Research Project Assistant, the Communications Assistant will support CESI's ongoing communications activities. The student will work with CESI staff to raise awareness of our projects and activities and to ensure that our website is up-to-date, attractive, and accessible.

Main Duties

- Work with CESI's Research Project Assistant 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 including researching and writing blog posts, news releases and other written pieces (e.g. research profiles, project summaries).
- Develop social media content (regular and special features) on an as-needed basis.

Other Duties

- Follow existing protocols and strategies to ensure that all online content complies with the requirements of the *Accessibility for Ontarians with Disabilities Act*. This may include working in Microsoft Word and Adobe Acrobat Pro to make required formatting adjustments.

Hours of work will be between 5 and 7 hours per week from October 2022 until August 2023. It is anticipated that most work will be done remotely with possibility of in-person work, in keeping with public health considerations. This position pays \$25/hour.



Required Skills and Experience

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

Additional Skills and Experience (Assets)

- Experience related to community or stakeholder engagement.
- Relevant experience in research communications, editing, website design and management, digital accessibility, or related tasks.
- Working knowledge of Adobe Acrobat Pro and Drupal.

Training will be provided to the selected candidate. The incumbent must currently be registered as a graduate student at 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. At CESI, we are working to create a working and learning culture that is informed by and committed to anti-oppressive practices.

Application Package

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

To apply: Please submit your application package via email to cesi@uoguelph.ca by 11:59pm on Sunday, September 18, 2022.