

CESI Student Position

Communications Assistant

The [Community Engaged Scholarship Institute](https://www.cesinstitute.ca) (CESI) is hiring a student to join our team as Communications Assistant for the Winter 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 Accessibility Assistant will support CESI's ongoing accessibility formatting activities. The student will work with CESI staff to raise awareness of our 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 (e.g. research profiles, project summaries).

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 includes working in Microsoft Word and Adobe Acrobat Pro to make required formatting adjustments.

Hours of work will be between 5 and 10 hours per week from January 2022 until August 2022. It is anticipated that all/most work will be done remotely. Pay will be based on the University of Guelph student rate range and commensurate with experience. The incumbent must currently be registered as a student at the University of Guelph and may be from any program. Training will be provided to the selected candidate.



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.

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

- 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 post, newsletter, or article.

Application Deadline: Please submit your application package by 11:59pm January 3, 2022.

Interviews will be held the weeks of January 10th and January 17th, 2022.

Send your application package to the attention of:

Kendra Schnarr
Research Project Assistant
Community Engaged Scholarship Institute
cesi@uoguelph.ca