2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFGS 2 – POLIS Communications & Research Assistant (CUPE)

DEPARTMENT NAME: CFGS

CONTACT NAME: Laura Brandes

JOB DESCRIPTION:

The POLIS Water Sustainability Project is seeking a motivated and highly organized Communications & Research Assistant. The successful applicant will be an active member of the POLIS team and assist with various events (virtual, hybrid, and/or in-person), project communications, research support, and general project assistance as needed.

Event Support: POLIS hosts regular meetings, events, and webinars. This position requires a variety of event support duties, including: event promotion and communications; meeting scheduling and logistics; emailing invitations; tech support; collecting RSVPs; note-taking; processing reimbursements; and drafting summary reports.

Communications Support: This position will assist with compiling our quarterly POLIS e-