

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

JOB TITLE : ENVI 2 - Experience & Communications Assistant (CUPE)

DEPARTMENT NAME : ENVI

CONTACT NAME : Ryan Hilperts

#### JOB DESCRIPTION:

Help build a thriving undergraduate community in the School of Environmental Studies! This position will be responsible for assisting the School's Senior Academic Coordinator of Undergraduate Experience through 1) connecting with ES Undergraduates through in-person outreach (coordinating, planning and hosting social events and activities to engage undergraduates); 2) managing and publishing a bi-weekly newsletter for the ES Undergraduate Community; 3) Managing ES undergraduate social media accounts; 4) Cultivating a welcoming environment in our Undergraduate Common space.

#### QUALIFICATIONS :

Applicants should have a strong interest in Environmental Studies (preference given to ES Majors and Minors), good oral and written communication skills, interest in event coordination, community engagement and digital communications and excellent time management skills. Independent and collaborative work are both required of this position.