

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** IACE 2 - Indigenous Student Communications Assistant (CUPE)

**DEPARTMENT NAME:** Office of Indigenous Academic and Community Engagement

**CONTACT NAME:** Mary McCue, Office Administrator

#### JOB DESCRIPTION:

The Indigenous Student Communications Assistant will work with the Communications Officer in the Office of Academic and Community Engagement (IACE) to support Indigenous student outreach by developing, promoting, and delivering online Indigenous student engagement activities. Their responsibilities will include:

- Assisting with the development of virtual resources with staff, faculty, and Elders (video scheduling/filming)
- Assisting with outreach and communications materials for IACE events utilizing social media, Digicaster, print, and online newsletters
- Developing and maintaining a positive and inclusive online presence for IACE programs and services
- Attending staff meetings and providing oral and written reports on online events and activities
- Assisting with writing articles featuring Indigenous students, faculty, and staff for IACE newsletters and bulletins
- Providing general office support and other duties as required

This position will also be responsible for social engagement activities, including:

- Assisting the Communications Officer, Events Coordinator, and LE,NONET Campus

APPLICANTS MUST BE ELIGIBLE TO