

COMMUNICATIONS ASSISTANT 2

OTSENHÁKTA STUDENT CENTRE

NOTE: *This is a part-time position for a student at Concordia University. Eligible applicants must be current Concordia students.*

SCOPE

Reporting to the Interim Coordinator, Otsenhákta Student Centre (OSC), the employee will assist with the communications output of important information for the OSC. The employee will be primarily responsible for the creation and output of the OSC's weekly newsletter.

PRIMARY RESPONSIBILITIES

- Create and disseminate the OSC's weekly newsletter; an information resource for Indigenous students at Concordia.
- Create media-related content for the OSC in order to promote events, scholarship and job opportunities and Concordia-wide events for students.
- Work in close collaboration with the full-time staff at the OSC for all communications assistance needs.
- Assist with the daily operation of the OSC as required.

REQUIREMENTS

- Must be a Concordia student, currently registered with the OSC and in good standing.
- Significant experience working with Indigenous peoples.
- Ability to work independently and as part of a team.
- Knowledge of Microsoft Office programs, content creation and MailChimp application are assets.
- Very good knowledge of spoken and written English.
- Strong attention to detail.
- Excellent communication skills.

WORKING CONDITIONS

This is a part-time position of 15 hours per week with an hourly rate of \$18.00 per hour from September 2022 – April 2023. Must be available to work in-person at the OSC with a flexible schedule that includes weeknights.

Please send your curriculum vitae with a covering letter to the attention of **Katsistohkwí:io Jacco** (tsisto.jacco@concordia.ca), **Indigenous Student Success Coordinator**. **Deadline to apply: September 2, 2022.**