GradProSkills empowers Concordia graduate students and postdoctoral fellows to engage with community resources, optimize their graduate school experience and equip themselves to realize their professional and academic goals. We are looking for up to two graduate students to support the implementation of our online and print communications plan. The “Online Communications Assistant” is responsible for researching and writing content for the GradProBlog; managing GradProSkills’ presence on Twitter, Facebook and LinkedIn; producing the GradProSkills email newsletter; designing posters and brochures; and, taking photography and/or videography for events.

**Requirements:**
- **MUST** be a graduate student, currently enrolled in a Concordia graduate program and continuing in program until April 2020.
- Excellent written communication in English.
- Strong organizational skills with flexibility in terms of schedule and organization of work.
- Demonstrated ability to perform professionally both independently and in a team environment.
- Experience managing social media content (Facebook, Twitter, LinkedIn) with Hootsuite.
- Familiarity with Concordia’s communication channels, in particular its social media presence.
- Experience researching and writing content for blogs.
- Experience designing promotional material in print and electronically; specifically working with Adobe InDesign and Photoshop.
- Experience with web content management; specifically Adobe AEM, Dreamweaver and HTML 5.
- Experience in development and implementation of promotional campaigns.
- Interest and experience in photography and videography.
- Familiarity with Concordia facilities / services and the GradProSkills program an asset.
- Willingness to work on other GradProSkills events/activities as required.

**Application process:**
- Interested applicants must submit, by email, their resume with a cover letter before the deadline: **Monday, April 15, 2019 at 11:59pm.**
- **If applying for multiple positions, you must submit a separate email for each position.** Applicants are expected to tailor their resume and cover letter for each position.
- Applications must be sent to: gradproskills-jobs@concordia.ca. Please use the position title as the subject.
- We would like to thank all interested graduate students for their applications. **Only those candidates selected for an interview will be contacted before May 31, 2019.**
- If selected for the position, we will require approval from your Graduate Program Director or graduate program supervisor to confirm you are in good academic standing and that the time commitment of the position will not interfere with your program requirements.