

## Job Posting: 14000 - Position: SGS/ORIS Communications & Public Affairs Assistant

**Co-op Work Term Posted:** Spring 2021  
**App Deadline** 11/29/2020 11:59 PM  
**Application Method:** Career Bridge

### Company Information

**Organization** University of Lethbridge  
**Salutation** Ms.  
**Job Contact First Name Job** Penny  
**Contact Last Name Contact** Pickles  
**Title** Project Manager, ORIS  
**Address Line One** 4401 University Drive  
**City** Lethbridge  
**Province / State** Alberta  
**Postal Code / Zip Code** T1K 3M4  
**Country** Canada

### Job Posting Information

**Term Posted** Spring 2021  
**Job Title** SGS/ORIS Communications & Public Affairs Assistant  
**Duration** 12 Months  
**Job Location (City/Town)** Lethbridge

**Job Location (Province/State)** Alberta

### Job Description

**Co-op work term placements must accommodate all public health measures that are in place for the region where the work term will take place and for the proposed duration.**

### Overview

Faculty members and graduate students are engaged in many important and exciting research projects and professional development opportunities at the University of Lethbridge. The primary goal of the Communications & Public Affairs position is to make these projects and opportunities more easily accessible to both current and prospective uLethbridge students and university community members.

In this role, the graduate student will:

- Research and organize information for use in marketing projects
- Assist with updating and maintaining websites
- Draft communications related to news releases, fact sheets, and other materials
- Coordinate and communicate research projects and related funding/grants with current and prospective graduate students
- Coordinate and prepare blog posts about graduate students' and/or faculty members' research work
- Respond to prospective student inquiries

- Assist with the creation and development of content for social media outlets, newsletters, websites, and other items.
- Develop a diverse repository of images, short videos (30-45 seconds), and stories that profile a broad spectrum of graduate student and faculty member research as well as professional development opportunities at uLethbridge
- Provide administrative, graphics, and production support for marketing materials
- Other duties, as assigned.

## Job Requirements

- Must be a Master of Arts, Master of Science, or Master of Science (Management) student
- Excellent interpersonal, oral, and written communication skills
- Strong organizational and project management skills, with the ability to work both independently and collaboratively with a variety of stakeholders
- Ability to prioritize tasks and focus on multiple projects and deadlines simultaneously
- Excellent computer skills, including knowledge of social media
- Creative, some graphic design experience would be an asset
- Ability to use a camera and any experience taking pictures and shooting/editing video would be an asset
- A strong passion for research and professional development and its impact on the student experience

<b>Preferred Academic Level</b>	Graduate
<b>All Programs</b>	No
<b>Targeted Degrees and Disciplines</b>	<b>Masters (MA-MSC)</b>
	Master of Arts
	Master of Science
	Master of Science Management

<b>Projected Start Date</b>	January 04, 2021 12:00 AM
<b>Projected End Date</b>	December 24, 2021 12:00 AM

## Application Information

<b>Application Material Required</b>	Resume
	Cover Letter
	Transcript