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Nipissing University Student Union

## Employment Opportunity: NUSU Communications Assistant

The Nipissing University Student Union (NUSU) represents the interests of approximately 5,000 full and part-time undergraduate and graduate students at Nipissing University.

NUSU is a separate registered not-for-profit organization that is distinct from, but strongly affiliated with Nipissing University. NUSU organizes and delivers a range of services, events, clubs, activities, campaigns & initiatives on behalf of the Nipissing University Student population. For further information regarding NUSU and our role at the center of student life, refer to our website at [www.nusu.com](http://www.nusu.com).

### Position Overview

The Communications Assistant is required to support the planning & delivery of campaigns and initiatives brought forward by NUSU staff and executives that are in accordance with the NUSU mission statement. The Communications Assistant will assist with a broad series of tasks to ensure that the needs of Nipissing students are being met. This individual will work in conjunction with and report to the Director of Communications and VP Communications, and ultimately the student executive team.

### Duties and Responsibilities

- Coordinate the preparation of display material including digital and printed material, and other forms of communication used to advertise NUSU programs, events, campaigns, and services.
- Update and maintain online forums including, but not limited to, the NUSU website, social media channels and the NUSU app.
- Assist the Communications Department in fulfilling their goals and objectives as required.
- Plan, organize, and assist the delivery of NUSU student-focused events and campaigns.
- Assist with the planning and implementation of special projects and provide updates on progress pertaining to certain projects and initiatives.
- Attend meetings with NUSU employees when necessary, take detailed notes and provide updates on progress pertaining to actionable items from these meetings.
- Perform other miscellaneous duties as assigned.

## **Qualifications**

- Must be a current Nipissing University student.
- Knowledge of the Student Union and the University campus and services.
- Competent in the use of computer packages including MS Word, Excel, PowerPoint, Canva & Adobe Design software.
- Effective organizational and problem solving skills.
- Ability to work independently and to meet deadlines under minimal supervision.

## **Other Information**

Length of Term: September 5th, 2018 - April 13th, 2019

Hours of Work: 15 hours/week, Monday – Friday, 8:30am-4:30pm

Rate of Pay: \$14/hour, subject to the minimum wage laws in the Province of Ontario.

Vacation: 4% of regular earnings (per ESA)

## **How to Apply**

Please email your resume, cover letter and class schedule to [communications@nusu.com](mailto:communications@nusu.com) or you may submit your application in person at the NUSU Office (F205).

We thank all applicants for their submissions; however, responses will only be issued to those applicants who are selected for an interview.

**The deadline for applications is 4:00 pm on Friday, August 17th, 2018.**