



100 College Drive, PO Box 5002
North Bay, ON P1B 8L7
Tel: (705) 474-3450 ext.4801 Fax: (705) 474-7732
Web: www.nusu.com

Nipissing University Student Union

Employment Opportunity: NUSU Communications Intern

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 and initiatives on behalf of the Nipissing University student population. For further information regarding NUSU and our role at the centre of student life, refer to our website at www.nusu.com.

Position Overview

The Communications Intern will help implement a marketing framework, assist with the development and production of printed and electronic promotional materials, as well as enhance community engagement. The Communications Intern is required to support the planning and delivery of services, events, clubs, activities, campaigns, and initiatives specific to the needs of students at Nipissing University. The ideal candidate will have strong communication skills and be willing to learn the various aspects of this role. This individual will report to the Director of Communications, and ultimately the student executive team.

Duties and Responsibilities

- Coordinates the design, production, printing and publishing of communications and graphic design products;
- Coordinate the preparation of displays;
- Help create marketing materials such as flyers, sponsorship packages, newsletters, posters, advertisements, social media platforms;
- Assist with the development and production of printed and electronic promotional materials;
- Help market services and events via NUSU's website and social media;
- Assist in writing and building digital communications products including web postings, emails, newsletters, social media posts, web forms etc.
- Copy-edits and proofread communications products for internal and external audiences;
- Works with other team members to create, calendar, post, and monitor social media content promoting announcements, programs and engagement opportunities;
- In coordination with other team members, creates and implements digital/social media ads to build a wider audience of members and external members;
- Triage and responds to member inquiries and requests from various



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- channels; promotes engagement and audience growth on digital platforms;
- Tracks and analyzes social media and paid advertisements;
- Researches and reviews the latest developments in social media channels, engagement strategies, email best practices, and analytics;
- Perform all other miscellaneous duties as assigned;
- Adhere to corporate policies and procedures including Health and Safety Standards

Qualifications

1. Competent in the use of computer packages including MS Word, Excel, PowerPoint & Adobe Design software, as well as office equipment such as computers, printers, copier, fax etc.
2. Result driver, client focused team player with the ability to adapt to changing situations and deals with students and the general public in a friendly, positive and professional manner
3. Strong interpersonal skills, tact/diplomacy in dealing with various client types
4. Effective organizational and problem solving skills
5. Ability to work independently and to meet deadlines
6. Knowledge of the Student Union and the University campus and services is an asset

Other Information

Length of Term: July 8th - August 30th

Hours of Work: 40 hrs/week, Monday-Friday, 8:30am-4:30pm

Rate of Pay: \$14.25/hour, subject to the minimum wage laws in the Province of Ontario

Holiday Entitlement: Vacation pay is accrued at a rate of 4% of the hourly rate (per ESA)

How To Apply

Please email your resume and cover letter to communications@nusu.com or you can submit your application in person addressed to Sarah McGowan.

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 application is 4pm on Wednesday, June 26th.