



Communications Assistant Peer Helper Position Description

Position Title:	Communications Assistant Peer Helper
Department:	Faculty of Arts, Co-op Program
Term:	Fall 2022/Winter 2023
Number of Positions:	2
Hours:	2-3 per week
Length of Position:	September 2022 – April 2023

This is a competitive student leadership volunteer opportunity open to all University of Calgary students.

POSITION DESCRIPTION

As a Communications Assistant you will assist with all social media, newsletters, and additional messages to students in the Arts Co-op Program and to students in the Arts Faculty to provide up to date information on job postings, events, deadlines and career information. Successful candidates will be strong communicators and be flexible and positive.

TASKS AND RESPONSIBILITIES:

- Upload the bi-weekly newsletter into Marketo which informs students of upcoming deadlines, events, and lists internal and external job postings
- Ensure newsletter is delivered on time through the Marketo system
- Deliver consistent and scheduled social media post for the Arts Co-op Program to raise awareness, and followers on Twitter, Instagram, and LinkedIn accounts
- Assist with D2L updates
- Occasionally assist with gathering materials and promoting student success stories, event logistics including volunteer recruitment
- Other duties as assigned

BENEFITS:

- Learn how to use the Marketo platform
- Collaborative work experience with Co-op team and Peer Helper cohorts
- Gain experience with social media
- Credit on the Co-Curricular Record
- Become part of the Peer Helper community throughout offices across campus
- Build your skills and experiences on your resume

COMMITMENT:

The time commitment of this position is on average 2-3 hours per week. Scheduled work shifts to be established at the beginning of each term to avoid conflict with class commitments. Peers will have scheduled training time and will be able to work remotely.

PEER HELPER PROFESSIONAL DEVELOPMENT:

QUALIFICATIONS:

- Strong social media skills and knowledge (Twitter, Instagram, LinkedIn, Analytics)
- Strong writing and editing skills
- Organized, flexible, and able to work independently
- Familiar with Elevate, Marketo, or comfortable with learning different systems
- Must be a Faculty of Arts student in good academic standing
- Students entering 2nd year or higher preferred
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Knowledge of design and graphic programs is an asset
- All Peer Helpers must be in good standing with the Office of Student Conduct

CONDUCT STATEMENT

This position requires students to be in good conduct standing for non-academic misconduct.

Students who are not in good conduct standing have an active sanction of “*Probation for Non-Academic Misconduct*” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office.

Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

APPLICATION PROCESS

To apply, please submit an online Peer Helper application form available on the Peer Helper Program’s website by **4:30pm** on August 6th 2022. The application form can be found here:

www.ucalgary.ca/peerhelper/apply/application-form. If you have any questions, please direct them to php@ucalgary.ca.