

**Position Title:** *Communications Assistant, Department of Philosophy*

**Position term:** 3 months (February 1, 2022 – April 30, 2022), subject to extension

**Position Summary:**

Reporting directly to the Graduate Administrator, the Communications Assistant will advance the strategic communications goals of the Department of Philosophy at Carleton University by providing communications support in the promotion of the Department's activities, programs and people to internal and external audiences.

This position will provide the incumbent with the opportunity to advance their communications skills in content creation, social media, and interviewing, as well as raising the profile of the Department of Philosophy.

This position is being offered part-time as a student role, for roughly 5 hours per week at \$20/hour.

Closing date: January 14<sup>th</sup>, 2022 at 11:59 P.M. EST.

**Primary Duties Performed:**

- Working closely with the Graduate Administrator to maintain and expand the Department's social media presence and engagement;
- With direction, creates and publishes content for social media (through Facebook, Twitter and Instagram platforms), which supports the Department's strategic priorities, events and activities;
- Liaises closely with staff, faculty and students to create engaging content including success stories, people profiles, and promotional materials.

**Knowledge:**

a) Minimum amount of formal education required:

- Current Carleton University Philosophy student, or equivalent.

b) Minimum amount of relevant work experience required;

- Demonstrated excellent written and oral communications skills;
- Demonstrated knowledge and experience in social media, and corporate communications;
- Excellent knowledge and expertise with the following software:
  - Microsoft Office, photo editing software, a variety of social media, and social media management tools such as Hootsuite.

**Application Requirements:**

Application via email addressed to the Chair of the Department, Prof. Annie Larivée to:

C/O Lauren Wells-McGregor: [lauren.wellsmcgregor@carleton.ca](mailto:lauren.wellsmcgregor@carleton.ca)

- Resume;
- Cover letter, which includes the short social media strategy submission (see below);
- Your short social media strategy submission that outlines a list of promotional topics you would recommend focusing on, and how you would plan to gather that information. This does not have to be longer than a page in length. For example, one topic could be sharing information about university dates and deadlines on social media, and this information would be gathered by reviewing the [Carleton University calendars](#) on our website;
- Two references, including contact information and relationship.