

Position Title: *Communications Assistant, Department of Philosophy*

Position Term: November 15, 2022 – February 17, 2023

Position Summary:

Reporting to the Graduate Administrator and under the supervision of the Communications Coordinator, 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 (especially to undergraduate students).

This position will provide the incumbent with the opportunity to advance their communications skills in content creation and multimedia production, 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: November 8, 2022 at 11:59 P.M. EST.

Primary Duties Performed:

- Working closely with the Philosophy Communications Team to maintain and expand the Department's social media presence and engagement;
- With direction from the Communications Coordinator, creating content for social media (for Facebook and Twitter) such as posters and social media graphics, which supports the Department's strategic priorities, events and activities;
- Liaising closely with staff, faculty and students to create engaging multimedia content (short videos and photos used for promotional purposes).

Knowledge:

a) Minimum amount of formal education required:

- Current Carleton University Philosophy undergraduate student, or equivalent.

b) Minimum amount of relevant work experience required;

- Demonstrated excellent written and oral communications skills;
- Demonstrated photography and videography skills;
- Demonstrated knowledge and experience in social media and corporate communications;
- Excellent knowledge and expertise with the following software:
 - Microsoft Office, photo/video editing software, and a variety of social media platforms (Facebook and Twitter required).

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

- Resume;
- Cover letter;
- Contact information for two references;
- A sample of a social media graphic for Twitter (we use the [Canva](#) software):
 - Your social media graphic will be promoting our upcoming World Philosophy Day event.
 - Date and time: Friday, November 18th, 2022 from 4:00 pm – 7:00 pm
 - Keynote speaker: Amandine Catala
 - Location: Room 2017, Dunton Tower, Carleton University
 - Information about the event that you will need: Carleton University's Department of Philosophy invites you to celebrate World Philosophy Day! Join us to discuss Epistemic Injustice, Democratic Deliberation and Public Policy with Amandine Catala, Associate Professor, Université du Québec à Montréal (UQAM). A reception with light refreshments will follow the talk.