



College Assistantship: Communications Assistant

Number of Students Needed: 1

Supervisor: You are accountable to the Manager of Communications.

Responsibilities:

Under the direction of the Manager of Communications, you will perform the following duties:

1. Assist with production of a monthly e-newsletter that is distributed to over 2000 donors, alumni, and friends of ADC.
2. Assist with the procurement of news, events, and blog posts for the College website.
3. Assist with scheduling social media posts for chapel and general communications.
4. Assist with the production of various communications projects.

You will be required to record your time on a weekly time sheet, which will need to be submitted at the end of each term to your Supervisor.

Location: This position offers a mixture of on-site and remote work opportunity at the direction of the Manager of Communications.

Schedule: Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester and winter semester.

Your responsibilities begin the first day of each term and conclude on the last day of classes.

Fall Term:	Between September 12, 2022, and December 8, 2022, inclusive
Winter Term:	Between January 9, 2023, and April 6, 2023, inclusive

Your schedule may include the two reading weeks.

Fall Reading Week	Between October 31, 2022, and November 4, 2022, inclusive
Winter Reading Week	Between February 21, 2023, and February 24, 2023, inclusive

For a list of specific calendar dates, visit <https://acadiadiv.ca/academic-calendar/>

The work commitment for this position will require some flexibility by the student as the work will be assigned based on the needs of the Communications Team.

If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately.

Remuneration: A College Assistantship is granted for the academic year and is paid in the amount of **\$1,000** for the fall term and **\$1,000** for the winter term.

I understand and agree to fulfill the responsibilities of this position.

Date: _____

Student: _____

Supervisor: _____