ACADIA
DIVINITY COLLEGE

College Assistantship: Communications & Digital Media Assistant

Number of Students Needed: 1

Supervisor: You are accountable to the Communications Coordinator **and** Manager of Recruitment and Marketing.

Description: The Communications & Digital Media Assistant provides hands-on support to the ADC Communications Team, including, but not limited to, the promotion of weekly Chapel services – helping ensure the service is well-promoted, available online, and accessible afterward through the podcast and other digital media resources. They also support other communications projects throughout the year as needed and bring an ongoing eye for new digital media ideas that will strengthen and support ADC's broader marketing and recruitment efforts.

Responsibilities:

Under the direction of your supervisor, you will perform the following duties:

1. Liaise with the Dean of Chapel and/or Chapel assistants to gather sermon titles, scripture references, and speaker information in advance, using that information to create weekly promotional graphics and advertising material for the Chapel service.

2. Maintain the Chapel-specific portion of ADC's asset library – organizing photo, video, audio, and graphic assets, and keeping them accessible to the Social Media Assistant and Communications Team for use in content.

3. In coordination with the Social Media Assistant, schedule and post weekly Chapel promotion across ADC's social media platforms.

4. Assist with editing Chapel audio into podcast format and post to SoundCloud and the ADC website each week.

5. Update the Chapel webpage each week with speaker details, sermon titles, and other relevant information.

6. Assist with creating short clips from Chapel sermons for use in social media content.

7. Assist with the production of other communications projects throughout the academic year as needed (e.g., recruitment videos, event coverage, print or digital materials), as directed by your supervisor.

8. Bring forward ideas for digital media projects – new content formats, campaigns, or approaches – that could support ADC's broader marketing and recruitment efforts, in collaboration with your supervisor and the Communications Team.

   *Proficiency with photography / videography / video editing an asset.

Reporting:

You are required to record your time on a weekly timesheet and submit it to your supervisor.

Location:

This position offers a mixture of on-site and remote work opportunity at the direction of your supervisor. However, the Communications & Digital Media Assistant job can be fully online / remote.

Schedule:

Generally, you are required to work an average of **5-6 hours per week** throughout the fall and winter terms, **up to a maximum of 132 hours for the academic year**. As this role is project-based, the number of hours may vary from week to week, with additional hours accumulated around certain events or projects.

The position requires some flexibility, as work will be assigned according to the needs of the Communications Team.

Your supervisor will prioritize responsibilities as needed to ensure that the work remains within the hours allotted to the College Assistantship.

Your responsibilities begin and end on the following dates:

Fall Term:	Between September 14, 2026, and December 11, 2026, inclusive
Winter Term:	Between January 11, 2027, and April 9, 2027, inclusive

Work may also be assigned during the two reading weeks.

Fall Term	Between October 13, 2026, and October 16, 2026, inclusive
Winter Term	Between February 16, 2027, and February 19, 2027, inclusive

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

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging an approved replacement when your assigned responsibilities require coverage. Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the academic year and provides remuneration of **$2,400**, inclusive of vacation pay.

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

Date: _____

Student: _____

Supervisor: _____