



Marketing & Communications Assistant Part-time Student Position Trent Athletics & Recreation Department

Supervisor: Marketing & Communications Coordinator
Hours of Work: 5-15 hours per week: Weekend Availability Required
Rate of Pay: \$16.55/hour
Term: Fall (August 2024 – December 2024)

Trent Work Study Eligibility: Students receiving OSAP and who meet eligibility under the Trent Work Study Program (TWSP), may be given priority consideration to fill some of these positions during the university's fall/winter academic terms. **For TWSP eligibility requirements, please visit the Financial Aid website at <http://trentu.ca/financialaid/work.php>.** Please indicate on your Cover Letter if you are TWSP-approved.

ABOUT TRENT ATHLETICS & RECREATION:

Dedicated to excellence, Trent Athletics & Recreation is committed to providing opportunities for Trent students and the community at large to become involved in a wide range of recreational, sports and leadership activities, at all levels, with the objective of encouraging and developing a healthy lifestyle.

ABOUT THE POSITION:

Reporting to the Marketing and Communications Assistant, the Communications Student-Staff plays a key role in the day-to-day operations of the Trent Athletics & Recreation strategic content and social media planning. This position will provide support in planning, creating, and publishing content, while following department guidelines and schedules. This position provides leadership in finding new stories from around the Trent community, while finding new ways to expand the reach of the Excalibur brand. This position will provide on-going support and implementation of Trent Athletics leading into the school year.

Responsibilities:

- Organize marketing/communications calendars and posting schedules for both online and in- person, services, activities, and special events.
- Assist in promotional initiatives within the marketing and communications department



- Effectively conceptualize, communicate and implement promotional plans for Athletics and Recreation campaigns.
- Provide assistance in preparing promotional material, newsletters, press releases, and social media posts.
- Provide administrative support for Athletics Centre membership, Athletics and Varsity websites,
- Draft and design written and video content

Minimum Skills & Qualifications:

- Priority consideration may be given to Trent students receiving OSAP and who are eligible for the Trent Work Study Program, however, all students are encouraged to apply.
- Strong understanding of assigned sport
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Experience with website management and social media platforms is an asset.
- Availability to work evenings and weekends as needed.

Training Required – All training must be complete prior to starting first shift and the cost of training is the responsibility of employee.

- Police Records Check with vulnerable sector (for individuals age 18 yrs. +)
- First Aid/CPR and AED
- Ministry of Labour Health and Safety Worker Awareness Training
- Workplace Violence and Harassment Training
- WHMIS (Workplace Hazardous Materials Information System Training)
- AODA Customer Service Training
- AODA – Integrated Accessibility Standards Regulation Training
- Information Security and Privacy Training
- Concussion Awareness Training
- Other training as may be required by Trent University or Trent Athletics & Recreation Department.

To Apply:

All applications must include a cover letter, resume and a copy of your current certifications that can be e-mailed to athleticsmarketing@trentu.ca (*Microsoft Word or Adobe PDF*). Please note your full name and the position title in the subject line of your e-mail (i.e. First and Last Name – Position Title).



THE ATHLETICS CENTRE
HOME OF THE TRENT EXCALIBUR



Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication please contact athleticsmarketing@trentu.ca.

While Trent Athletics & Recreation Department appreciates all applications, only those applicants considered for an interview will be contacted.