



Trent Athletics & Recreation Department JOB POSTING Marketing & Communications Assistant – Summer Student

Position: Marketing & Communications Assistant –Summer Student
Supervisor: Marketing and Communications Coordinator
Hours of Work: 35 hours per week (in-person)
Terms: Summer (May-Sept 2025)
Rate of Pay: \$17.20/hour

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, sport and leadership activities, at all levels, with the objective of encouraging and developing a healthy lifestyle.

Trent Athletics & Recreation:

When it comes to fitness and recreation the Athletics Centre, Home of the Excalibur, offers something no other community or university centre can – state-of-the-art indoor and outdoor facilities combined with access to the Otonabee River, diverse nature areas and kilometres of winding trails right at our doorstep. Developing its high performance, varsity, clubs, and recreational programs over the years, Trent Athletics and its student-athletes have emerged as a leaders on and off the field, court, ice and water.

ABOUT THE POSITION:

The Marketing & Communications Assistant plays a key role in supporting the Athletics & Recreation department's summer marketing and communications initiatives. Working closely with the Marketing & Communications Coordinator, the successful candidate will help enhance the visibility of Trent Athletics programs like varsity, campus recreation, memberships, and community services through creative content creation, social media management, and event promotion. This position is ideal for a student with a passion for marketing, design, communications, sport, and community engagement.

Primary Responsibilities:

This position works closely with the Marketing and Communications Coordinator to:



1. Content Creation & Graphic Design

- Assist in designing promotional materials (social media graphics, posters, digital signage, flyers) using graphic design tools like Canva and/or Adobe Creative Suite.
- Support the creation and scheduling of engaging written content for newsletters, websites, and social media.
- Capture and edit photos and videos at events, varsity games, and recreation programs.

2. Social Media & Website Support

- Support daily social media content planning, creation, and scheduling across platforms including Instagram, Facebook, and X (Twitter).
- Monitor social media engagement and contribute ideas to boost visibility and engagement.
- Assist with updating website content to promote current programs, registration dates, and events.

3. Communications Support

- Assist with writing blog posts, promotional blurbs, email copy, and game/event recaps.
- Help coordinate and distribute newsletters and other email communications.
- Ensure consistency in branding and tone across all platforms.

Qualifications:

- Must be a Trent student. Priority consideration will be given to students receiving OSAP and who are eligible for the Trent Work Study Program, however, all students are encouraged to apply.
- Expertise in utilizing social media sources (Facebook, Twitter, Instagram)
- Experience in content creation for web and social media
- Ability to take initiative and drive to try new content ideas
- Strong news judgement and creative writing skills
- Excellent communication and organizational skills
- Comfortable with Microsoft Office, Excel, & PowerPoint
- Ability to adapt and work in a fast-paced environment
- Self-motivated, punctual, responsible and team-oriented
- Knowledge of sports and recreation activities an asset

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



- Police Record Check including Vulnerable Sector Check
- 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

To Apply:

All applications must include a cover letter and resume to 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).

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.