**Arts Co-op Program Communications Assistant Peer Helper**

**Position Description**

**Position Title:** Communications Assistant Peer Helper  
**Department:** Arts Co-op Program  
**Term:** Fall 2019/Winter 2020  
**Number of Positions:** 2  
**Hours:** 3.5 hours per week  
**Length of Position:** September 2019 – April 2020

*This is a competitive student leadership volunteer opportunity open to all University of Calgary students.*

**POSITION DESCRIPTION**

As a Communications Assistant you will assist with all social media, newsletters and additional messages to students in the Arts Co-op Program and to students in the Arts Faculty to provide up to date information on job postings, events, deadlines and career information. Successful candidates will be strong communicators, and be flexible and positive.

**TASKS AND RESPONSIBILITIES:**

- Create the bi-weekly newsletter which informs students of upcoming deadlines, events, and lists internal and external job postings  
- Ensure newsletter is delivered on time through the Marketo system  
- Manage social media for the Arts Co-op Program to raise awareness, and followers of Facebook, Instagram and Twitter accounts  
- Present in class Co-op Program Information Briefs (5 minute sessions) to promote program to students  
- Interview and photograph Co-op students for web and social media stories to highlight Co-op  
- Assist with recording and updating D2L Co-op modules  
- Occasionally assist with event logistics, creating signs, registration lists, name tags, and volunteer at events  
- Occasionally organize and supervise student volunteers at program events  
- Other duties as assigned.

**EMPLOYABILITY SKILLS**

- **Communication:** Improve online and social media writing to target and engaged different audiences - students, employers, faculty and staff  
- **Responsibility:** Set goals and priorities to meet deadlines and be accountable for assigned tasks  
- **Teamwork:** Recognize and support team members’ strengths and challenges, share information and plan purposefully to complete responsibilities
COMMITMENT:
The time commitment of this position is on average 3-5 hours per week. Scheduled work shifts to be established at the beginning of each term to avoid conflict with class commitments. Peers will have scheduled time in the office and may complete some assignments from home.

PEER HELPER PROFESSIONAL DEVELOPMENT:
The Peer Helper Program is made up of over 300 students every year, who are involved in 19 different on-campus offices. Part of being a Peer Helper involves ongoing professional development, and in 2019-2020, all Peer Helpers will complete the online training offered in the Fall, as well as attend the Winter term’s Leadership Exchange 2020 (exact date TBA).

QUALIFICATIONS:

- Strong social media skills and knowledge (Facebook, Twitter, Instagram)
- Strong writing and editing skills
- Organized, flexible, and able to work independently
- Familiar with CareerLink, Marketo, or comfortable with learning different systems
- Must be a Faculty of Arts student in good academic standing
- Students entering 2nd year or higher preferred
- Proficiency in Microsoft Word, Excel and PowerPoint (or Pages and Keynote); and
- All Peer Helpers must be in good standing with the Office of Student Conduct

CONDUCT STATEMENT
This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of "Probation for Non-Academic Misconduct" that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

APPLICATION PROCESS
To apply, please submit an online Peer Helper application form available on the Peer Helper Program’s website by 4:30pm on April 5th, 2019. The application form can be found here: www.ucalgary.ca/peerhelper/apply/application-form. If you have any questions, please direct them to php@ucalgary.ca.