

Term Posted:	2020-2021 Fall/Winter
Date Created:	July 15, 2020 12:13 PM
Job Type:	Information Technology (IT) Support, Web Designer/Developer
Application Deadline:	September 2, 2020 11:59 PM
Application Method:	Through Career Learning Network
Employer Application Email Sent:	No

Job Posting Information

Campus Location:	St. George
Work Study Position Title:	WGSJ Communications Assistant
# of Vacancies:	1
Hours Per Week:	12-15
Degree/Credential Level:	Any of the Above
Position Description & Qualifications (Please be detailed):	The WGSJ Communications Assistant will assist the department administration with generating content, populating and maintaining the department website, events and listserv pages and social media profile. The Assistant will also assist the department administration with event logistics and other administration. Knowledge in creating PDF fillable forms with Adobe Acrobat is required. Must be familiar with using Mac/PC desktop environment and uploading/managing content to cloud storage. Graphics and web design understanding is an asset.

	<p>Work will be done remotely; the department will provide a laptop computer to perform work and communicate remotely, as well as reimburse reasonable and mutually agreed upon expenses (e.g., internet, phone, etc.).</p>
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Student Eligibility

- University of Toronto Student
- Graduate students MUST be registered as defined by their college/faculty in order to be eligible. Students working towards their dissertation or thesis are also eligible.
- Domestic undergraduate and graduate degree students enrolled in at least 40% course load continuously from September to April, totalling at least 2.0 credits (e.g. the minimum would be 0.5 credits in one session and 1.5 credits in the other).
- International undergraduate and graduate students studying on a full-time basis (part-time NOT eligible), continuously from September to April (check your enrollment status on ACORN), subject to federal government requirements (please see the Government of Canada website for rules and regulations).