

CAREER DEVELOPMENT AND EMPLOYMENT CENTRE

2012-2013 Fall Winter Work Study Program

Employer Information

Contact Person First Name:	Hamza	Contact Person Last Name:	Khan
Department:	OVPS, Student Community Life	Faculty:	None
Fax No.:		Room No.:	JOR-04
Extension:	2128	Email:	hamza.khan@ryerson.ca

Job Information

Internship Job Title:	Brand Specialist
Maximum Hours per week (no overtime):	15.00
Number of Positions:	1
Hourly Rate of Pay:	\$10.50
Start Date:	Sep-10-2012
End Date:	Mar-22-2013

Position Characteristics:

Was this job created for the Work Study Program? Yes
Does this position provide the student with experiential learning opportunities? Yes
Is this position for assisting with class/curriculum preparation, marking teaching assistant responsibilities? No
Does this position replace or subsidize an existing position? No
Is this an Academic Research Assistant position? No

Job Responsibilities And Duties:

RESPONSIBILITIES

The Student Life Promotions Team will be a group of students that are passionate about being at Ryerson and want to make a significant contribution to the creation of a vibrant campus community. The focus of the team's work will be to raise the profile of events and activities taking place in the Ryerson community so all students have an opportunity to become connected and engaged.

DUTIES INCLUDE:

- Developing and spreading the RU Student Life brand
- Assist in gathering sponsorships for online giveaways and deals
- Be the face of RU Student Life across campus
- Assist the rest of the Student Life Promotions Team in getting the word out about their work
- Be the connector between the Student Life Promotions Team and Ryerson departments and groups
- Other duties as assigned

QUALIFICATIONS:

- Must be a full-time Ryerson student in the 11/12 academic year
- Hold a minimum 2.33 GPA
- Be work-study approved
- Be available at a wide variety of times, including some weekends and evenings
- Possess strong organizational, time-management and multi-tasking skills
- Be able to communicate effectively in writing and verbally
- Be able to work independently, but thrive in a team environment
- Be creative and have the ability to troubleshoot issues in a fast-paced setting
- Be a self-starter that is full of creative ideas and is not afraid to take initiative
- Must understand the Ryerson experience and be engaged in life on campus
- Create and foster a sense of enthusiasm and pride in student and campus life
- Background in attaining sponsorships is a plus
- Must be well connected across Ryerson

Skills Required:

Fundamental: Good oral communication
Good written communication
Problem solving and thinking
Managing Information
Research and use of numbers
Knowledge of computer software
Technical skills

Personal Management Skills: Positive attitude and behaviours
Task initiative
Goal setting
Time management
Being responsible and accountable

Teamwork Skills: Contribute to team goals
Respect differences
Work well with others
Participate in projects and tasks
Office administration skills

Technical/Software Knowledge:

Microsoft Office Suite, social media proficiency (Facebook, Twitter, etc.)

Skill Development Opportunities:

- Gain experience working as part of a team
- Enhance organizing and analyzing information using technology and traditional means
- Enhance customer service skills
- Develop research/ writing/communication/technical skills, etc.
- Develop presentation / facilitation skills
- Learn to prioritize and manage multiple tasks

Student Application Materials Required:

Resume: Yes Cover Letter: No Portfolio: No Transcript: No
References: No
Language(s): No
Other: No

Method Of Student Application:

Email: Yes Fax: No Telephone: No In Person: Yes Mail: No

We appreciate your interest in this position, however, only the candidates selected for an interview will be contacted.

Approval

Manager/ Director/ Chair: Lesley D'Souza

Email: lesleyd@gwemail.ryerson.ca