

# CAREER DEVELOPMENT AND EMPLOYMENT CENTRE

## 2012-2013 Fall Winter Work Study Program

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### 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

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### Job Information

Internship Job Title:	Social Media 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

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### 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

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### 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:

- Help create and maintain a vibrant digital Ryerson community
  - Monitor Twitter for Ryerson related posts and proactively engage with students in the digital world.
  - Maintain the RU Student Life Facebook, Twitter and Foursquare Page
  - Assist the rest of the Student Life Promotions Team in getting the word out about their work
  - Foster engagement across all web 2.0 venues
  - Keep detailed metrics and submit bi-weekly statistic reports to supervisor
  - Help run online contests
  - Other duties as assigned
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### 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
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Teamwork Skills: Contribute to team goals  
Respect differences  
Work well with others  
Participate in projects and tasks  
Office administration skills

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**Technical/Software Knowledge:**

- Must have extensive knowledge of Web 2.0 frameworks and platforms
  - Must be an active Twitter and Facebook user
  - Experience in using Foursquare is a plus
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**Skill Development Opportunities:**

- Develop research/ writing/communication/technical skills, etc.
  - Learn to prioritize and manage multiple tasks
  - Enhance customer service skills
  - Gain experience working as part of a team
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**Student Application Materials Required:**

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

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**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.

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**Approval**

Manager/ Director/ Chair: Lesley D'Souza

Email: [lesleyd@gwemail.ryerson.ca](mailto:lesleyd@gwemail.ryerson.ca)