

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
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Extension: 2128	Email: hamza.khan@ryerson.ca

Job Information

Internship Job Title:	Student Life Profiler
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:

Position Description: Working under the general supervision of the Digital Community Facilitator, the incumbent is responsible for researching, profiling and publicizing the insights, experiences and accomplishments of Ryerson students, staff, faculty and alumni to the campus and local community through campus and departmental media and publications. The incumbent will also have the special function of assisting with the coordination of all in-person research used to assess Student Life programs and services. Interested applicants should have a strong interest in publicity and public relations, marketing, statistics as well as written proficiency with the English language. Successful applicants are expected to meet deadlines, organize ideas in a structural and natural manner, conduct interviews with bystanders or relevant sources, and demonstrate creativity in their written content. Efforts will be made to identify projects and initiatives in which the successful applicants will be responsible for formulating creative direction, timelines for completion, and implementation. Qualifications: Previous experience in communications, journalism or public relations role is an asset. Applicants should be familiar with new media applications, although experience in print media will also prove to be relevant. Other: Passion for positively contributing to student success. Excellent written and oral communication skills. Demonstrated ability to write and submit written projects according to defined timelines. Proven track record of relating effectively with multiple stakeholders, including University staff, student leaders, community partners, and students. Strong organizational and interpersonal skills.

Skills Required:

Fundamental:	Good oral communication	Personal Management Skills:	Positive attitude and behaviours
	Good written communication		Task initiative
	Problem solving and thinking		Goal setting
	Managing Information		Time management
	Research and use of numbers		Being responsible and accountable
	Knowledge of computer software		
	Technical skills		

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

Technical/Software Knowledge:

Applicants should be familiar with CP Style Guide concepts, as well as interviewing techniques used in journalism. Knowledge of photojournalism is necessary but not an asset. Superb researching, presenting and note-taking skills are essential. Proficiency with use of design software including Adobe InDesign (or Quark Express), and Adobe Photoshop would be considered an asset.

Skill Development Opportunities:

- Develop research/ writing/communication/technical skills, etc
 - Learn to prioritize and manage multiple tasks
 - Gain experience working as part of a team
 - Enhance organizing and analyzing information using technology and traditional means
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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: Yes In Person: No 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