**Work-Study Position for Student:**

**Communications and Research Assistant**

(Dr. Ryan Clement, Coordinator)

**Hourly Rate Range: $17.00-$19.25 (up to 74 hours)**

**Project start date**: as soon as possible **Application Deadline: Nov 21, 2022**

**Project end date**: April 30, 2023

**Work Hours:** Flexible, Event-based

**Applications are available in 3G10 or 3G14 or online at**

[**https://www.uwinnipeg.ca/awards/apply-for-awards/work-study-program-application.html**](https://www.uwinnipeg.ca/awards/apply-for-awards/work-study-program-application.html)

**Please also submit a resume & cover letter to:****ry.clement@uwinnipeg.ca,****b.sohn@uwinnipeg.ca,** **t.muvingi@uwinnipeg.ca**

**Eligibility:** You may be eligible for the Work Study Program if you meet all of the following criteria:

* Currently registered in an undergraduate or graduate program at The University of Winnipeg
* Enrolled in full time studies (18 credit hours or more)
* Completed 30 credit hours at The University of Winnipeg (or equivalent)
* Have a minimum cumulative grade point average of 2.0
* Demonstrate financial need (shortage between your expenses and resources)
* Canadian citizen, permanent resident, protected person or an international student with a valid study permit

**Detailed Description of Project & Duties:**

The Communications and Research Assistant will provide support to the Department of Rhetoric, Writing, and Communication, under the supervision of its Awards and Special Events Committee, with social media, outreach activities, organizing special events (i.e., Department speaker series, recruitment events, etc.), and special projects. This position will allow the selected candidate to gain practical experience in communications and media work in-line with the department's course offerings.

The selected candidate would be required to manage the department social media account, posting information about events, faculty and student research, award opportunities, and other departmental news and announcements. They would also be expected to draft social media posts and discuss and propose communications strategies. In addition, this position will also assist the Department of Rhetoric, Writing, and Communications’ Awards and Special Events Committee with event planning, marketing, and advertising, as well as other communication and research duties. Hours will be flexible and involve both on-campus and online (remote) work.

**Required Qualifications:**

A general understanding of the Department of Rhetoric, Writing, and Communications would be required, with a preference for a student from the department. The selected candidate must have strong communication skills, writing and editing skills, knowledge of social media, computer skills, dependability, experience with public relations, and effective public speaking. The assistant will be expected to exercise good judgment when posting on social media, responding to messages and inquiries, and interacting with faculty, students, staff, and members of the public. They must have knowledge of Microsoft Word and Excel, as well as social media platforms like Facebook, Twitter, or Instagram. Experience with graphic design software and audio/video software and equipment would be considered an asset.