

JOB POSTING: BCIC23-02

JOB TITLE: Media Assistant
STATUS: Part-time (15 hours per week)
DATE: March 2023 – August 2023
RATE: \$16.74 per hour
DEPARTMENT: Research & Innovation

JOB DESCRIPTION:

The Media Assistant will work on several projects assisting small and medium sized businesses to solve creative problems relating to marketing and promotions. The successful candidate will work individually and as part of a team to complete project deliverables. The Media Assistant will meet regularly with Research Leads, Research Program Manager(s), and Industry Partner(s).

The ideal candidate is currently enrolled in the Graphic Design or Broadcasting/Radio/Television/Film (Film Production).

PROJECTS MAY INCLUDE:

- Short Form Video
- Long Form Video
- Photography
- Social Media Content Creation
- Ad Development
- Brand Creation

DUTIES AND RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

- Meets regularly and works directly with Research Program Manager, Research Leads and Industry Partner(s)
- Collects, organizes and maintains organized reports of tasks completed
- Works independently and as part of a team to meet project deliverables
- Prepares and disseminates findings in the form of reports, presentations, meetings and events
- Follows tasks outlined in the work plan
- Submits reports to Research Program Manager

KEY COMPETENCIES:

- Photography and videography skills
- High level of organization and time management skills and ability to co-ordinate multiple tasks
- Experience with Microsoft Office applications (Excel, PowerPoint, Word)
- Detail oriented with respect to quality and accuracy
- Strong communication skills, both oral and written
- Ability to establish priorities and work independently
- Strong interpersonal skills
- Takes initiative to complete tasks and asks questions when required
- Demonstrates creativity in developing new ideas
- Uncompromised commitment to confidentiality
- Experience with qualitative and/or quantitative research an asset

WORKING CONDITIONS:

- This position starts in March 2023 as a part-time position with full-time hours in the April – September Months. Possibility for extension based on funding.
- 15 hours per week – schedule to be developed around your academic commitments.

Please email your resume, cover letter and class schedule to Niagara College's Research & Innovation division at researchjobs@niagaracollege.ca by Friday, March 10, 2023, at 12:00pm. Please use Media Assistant in the subject line.

We thank all applicants; however, only those qualifying for an interview will be contacted.