



JOB POSTING: BCIC25-01

JOB TITLE: Media Assistant
STATUS: full-time (35 hours per week)
DATE: May 2025 – August 2025
RATE: \$18.00 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, Associate Director, and Industry Partner(s).

The ideal candidate is currently enrolled in the Broadcasting/Radio/Television/Film (Film Production) and is returning to their classes in Fall 2025.

PROJECTS MAY INCLUDE:

- Short Form Video
- Social Media Content Creation
- Long Form Video
- Photography

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 – knowledge of equipment and lighting
- High level of organization and time management skills and ability to co-ordinate multiple tasks
- 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

WORKING CONDITIONS:

- This position starts in May 2025 as a full-time position with possible for extension to part-time hours for fall. This position is based on the availability of funding.
- 35 hours per week

Please email your resume, cover letter to Niagara College's Research & Innovation division at researchjobs@niagaracollege.ca by Friday, April 25th, 2025, at 12:00 pm. Please use Media Assistant in the subject line.

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