



JOB POSTING INFORMATION

Position type:	Part time
Job title	Student Research Assistant Position - Website and Social Media Coordinator
Number of positions	1
Job Start date	25 th November 2021
Job location	Remote/working from home
Job description	<p><i>The Transforming the Field Education Landscape: Intersections of Research and Practice in Canadian Social Work Field Education research project, led by Project Director Dr. Julie Drolet, invites applications for a Website and Social Media research Assistant position.</i></p> <p>This part-time fixed short-term position will be for approximately 3 months with the possibility of extension.</p> <p>This position will be working closely with the Project Management Office (PMO). This position will assist with website updates, social media, monthly newsletters, knowledge mobilization, develop outreach materials, support with webinars, and various other activities related to the project.</p> <p>Position Description and summary of Responsibilities:</p> <ul style="list-style-type: none"> • Assist with website updates • Assist with updating and promoting the project’s social media accounts. • Assist with the development of website and social media content. • Assist with the creation of various knowledge mobilization documents (i.e. posters, brochures). • Support the Project Management office with social media activities. • Assist with Knowledge mobilization and integrated knowledge exchange. • Assist with newsletter content development. • Assist with outreach and events (creating Eventbrite events and managing registration). • Assist with knowledge mobilization tracking.

Job Requirements	<ul style="list-style-type: none"> • Registered post-secondary university student (all disciplines). • Website design and content experience • Social media marketing experience • Experience with Word Press is required. • Ability to prioritize, plan, and organize own workload to meet demands and deadlines. • Strong interpersonal skills and the ability to work well in a team. • Excellent communication via all mediums. • Ability to work independently and promote good teamwork. • Event planning experience. • Computer skills (Microsoft Word, PowerPoint and Excel).
Application Information	
Application Deadline:	November 20, 2021 11:59 PM.
Application procedure	Please send a letter of application, curriculum vitae, any sample of your work related to this post, and names and contact information of two referees by November 20th, 2021 or until the position is filled to tfelproject@ucalgary.ca and Dr. Julie Drolet (jdrolet@ucalgary.ca) and Project Coordinator Dr. Emmanuel Chilanga (emmanuel.chilanga@ucalgary.ca).

Dr. Julie Drolet, Professor
TFEL Project Director
jdrolet@ucalgary.ca
Faculty of Social Work, University of Calgary
3-250, 10230 Jasper Avenue, Edmonton, AB, T5J 4P6
Subject Line: TFEL Copy Editor Application – Name

We would like to thank all applicants in advance for submitting their resumes; please note that only those candidates chosen to continue through the selection process will be contacted