

Student Research Assistant Position – Website and Social Media Coordinator Faculty of Social Work

The *Transforming the Field Education Landscape: Intersections of Research and Practice in Canadian Social Work Field Education* research project, led by Dr. Julie Drolet, invites applications for a Website and Social Media Research Assistant position.

This part-time fixed short-term position will be for approximately 3 months, with the possibility of extension.

This position will be working closely with the Project Management Office. 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.

Position Description and Summary of Responsibilities:

- 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

Requirements:

- 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 Deadline: position will remain open until filled; applications will be reviewed starting December 18th.

If you are interested in applying for a position, please send your cover letter, resume/cv, and a sample of your academic writing to: TFELproject@ucalgary.ca

Subject Line: Website and Social Media Coordinator – Name

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