



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING
Institute for Leadership Education in Engineering

Communications Assistant

1 Position Available

Purpose

This year ILead is forming a dynamic student team of leaders that will contribute to workshops and events, as well as cultivate a community of leadership development in engineering. The Communications Assistant will be part of this team along with Community Engagement Coordinators, Photographer, Student Club Liaisons, and Leadership Lab Facilitators.

Under the direction of the Teaching and Learning Program Assistant and other ILead Staff, the Communications Assistant crafts culturally-relevant news and impact stories that appeal to the U of T engineering student community. The focus of the work will be to research, develop and write stories that profile emerging student-leaders, capture special events, and highlight leadership education in engineering. The Communications Assistant will collaborate with other ILead team members to develop story ideas and other multimedia projects. The Communications Assistant will also participate in training sessions to develop personal leadership awareness and team skills, engage in personal development planning and continuous skill improvement with the support and mentorship of ILead staff and other members from the student team, and participate in bi-weekly student team meetings to share what you are working on, listen to what others are working on, and provide feedback.

Qualifications

Education

Current undergraduate or graduate engineering students.

Experience and Skills

- Strong interest in writing, editing, marketing-communications, and relationship building
- Demonstrated experience in social media (FB, Twitter, blogs)
- Detail-oriented, strategic, diplomatic, and exudes positivity and enthusiasm
- Reliable and responsible, with the ability to work independently and show initiative
- Represent ILead well with students, faculty, staff, guest speakers, etc.
- Knowledge of engineering student culture is a strong asset

Hours and Compensation

- September 2017 – March 2018
- 5-8 hours per week (no more than 12 hours per week)
- \$15/hour

Application Materials

- Cover letter and resume
- Writing sample (e.g. news stories, effective tweets, blog posts, etc.)