

## **STUDENT ASSISTANT JOB DESCRIPTION**

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**DEPARTMENT:** Office of the President

**REPORTS TO:** Sandy Kuzyk, Executive Assistant to the President

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**SUMMARY:** The student will provide assistance to the President for his social media accounts, including Twitter and the President's KPU Blog. The student will participate in story and idea generation for the President's posts by working closely with the President's office and the Communications and Marketing Services Department.

### **PRINCIPLE DUTIES:**

- Interact with and engage Kwantlen students, potential students and the broader internal and external Kwantlen communities
- Work with President's office to stay up to date on events to ensure timely and accurate social media posting
- Review President's social media and blog posts, manage replies and comments and advise when replies from the President are necessary
- Post current information on social media on behalf of the President
- Develop social media ideas and posts daily and weekly based on the President's calendar of events, speaking engagements, general information shared by the President and current events of interest to students as well the internal and external Kwantlen communities.
- Work closely with Communications and Marketing Services department to stay current on other Kwantlen social media sites as well as other University sites to stay up to date on other social media messaging.
- Research current topics and areas of interest in order to post clear, informed messaging on behalf of the President.
- Promote Kwantlen and create a presence at different events throughout the communities.
- Attend external and internal events with the President as required.

### **REQUIREMENTS:**

- Working towards a diploma or degree at Kwantlen
- A social media and blog user with a desire to learn about processes, procedures and best practices.
- Strong written and verbal communications skills
- Creative, energetic, outgoing and enthusiastic- seeking to make a difference
- Reliable, work independently and meet deadlines

- Organized and able to multi-task
- Problem solver
- Conscientious with strong attention to detail

**AVAILABILITY:**

Work schedule will vary, approximately 7 -10 hours weekly.

Most shifts will fall within the following times:

- Monday – Friday      9 am to 4 pm

**APPROVALS:**

**Supervisor:**

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**Dean/Director (if required)**

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**B.C.G.E.U.:**

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**DATE:**

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