Media Specialist, 2018 Welcome Team
Position Description

Background:
The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

University Orientation (September 1st to 2nd and 9th) aims to help facilitate the transition of new students to the living and learning environment at Queen’s University. The overarching goal is to ease students’ overall social and academic transition and to provide a solid foundation for a successful university experience.

Job Summary:
Reporting to the Student Coordinators, University Orientation, the Welcome Team Media Specialist assists in capturing orientation events through photos and videos, preparing photos and videos for public consumption, and maintaining orientation-related social media platforms.

Some benefits from being a Media Specialist include:

- Building a deeper connection with the Queen’s community
- Ongoing professional development
- Media experience and development
- Opportunity to work with a team of skilled media specialists
- Welcome the Class of 2022
- Experience in a media role for a large-scale, multi-day event

Be a part of history, capture memories for the Class of 2022.

Key Duties:
The Welcome Team Media Specialist will:
- Take photos/video at orientation events.
- Compile and organize photos and videos for future use.
- Maintain social media platforms throughout orientation through a consistent presence.
- Actively engage with and respond to questions from first year students, in person and online.
- Assist with event support when necessary.
- Foster a safe, inclusive, and accessible environment throughout University Orientation.
- Provide ongoing support to the Student Experience Office, the Residence Society, and Residence Life.

*Please note that the Welcome Team Media Specialist may specialize in photography, videography, or social media, and is not expected (although is welcome) to contribute in all areas.
Skills Required:
The Welcome Team Media Specialist must:
- Be passionate about the orientation experience and helping with the first year transition
- Be skilled in photography and/or videography
- Have extensive knowledge of Facebook, Twitter, Instagram, and other social media platforms
- Knowledge of basic graphic design would be an asset
- Be resourceful, and willing to take initiative
- Possess excellent interpersonal skills
- Be able to exercise good judgement and sound reasoning
- Demonstrate creative problem-solving skills
- Be knowledgeable about the University and support services/resources that are available to students

Eligibility:
The Media Specialist, Welcome Team must:
- Be enrolled as a student at Queen’s University (with at least one year’s experience at Queen’s)

Time Commitment:
- Training August 29 – 31, 2018
- Additional training as required
- University Orientation Days from September 1 – 9, 2018

Remuneration: This is a volunteer position.

Application Instructions:
If you are interested in applying for this position, please submit your resume and application through an online application in confidence. The online application can be found at http://queensu.ca/studentexperience/opportunities.

Please direct any questions or concerns to the Orientation Student Coordinators at fall.orientation@queensu.ca.

We thank you for your application. Only those individuals who are selected for an interview will be contacted.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.