Student Ambassador: Digital Content Creator

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Job Title:	Student Ambassador: Digital Content Creator
Job Type:	Part-Time
	On-Campus
Job Location:	Online and, when applicable, on any campus
Start Date:	04/18/2022
End Date:	08/26/2022
Number of Positions Available:	12
Salary:	Max 24 hours per week @ 15.15 CAD an hour
Job Summary:	Seneca College's Department of Student Life is looking for Digital Content Creators -- students from **any and all** Seneca programs who are interested in social media, blogging, video production, marketing, photography, and event planning. They are dedicated to the creation, production and distribution of communication content supporting the Department of Student Life. Digital Content Creators assist the Student Life team with administering official social media channels, media coverage of departmental events, while being the face of Student Life on Instagram, TikTok, Twitter, Facebook, and Vimeo, and, when applicable, in-person and on-campus. Content created will be for both print and web, serving to build community, foster school spirit and role model inclusivity. Content will reflect the student experience in addition to on-going department programing such as orientation, mentoring, leadership, and equity, diversity and inclusion. Creators represent Student Life and Seneca College and therefore must maintain and role model responsible in-person and online identifies. This position is an outstanding opportunity for any student interested in showcasing their technical, creative and communication skills, building their portfolio and networking connections for future career opportunities while making a positive contribution to their Seneca community.
Required Skills:	**DIGITAL MEDIA** • Skilled using Instagram, TikTok, Wordpress, Twitter and Facebook • Content curation and creation • Editing videos • Digital identity management • Keen interest in internet technology • Flair for creativity, ingenuity, and thinking outside the box. **DESIGN** • Graphic design and webpage editing skills considered an asset • Layout and design for print and web (Adobe suite of software preferred) • Seneca Brand awareness considered an asset • Web design - WordPress, coding considered an asset **PHOTOGRAPHY & VIDEO PRODUCTION** • Knowledge of DSLR, mirrorless cameras and/or smart phone cameras • Lighting and shot composition • Video - shooting and editing (Adobe suite of software preferred) • Sound recording and equipment • Conducting interviews • Scriptwriting, storyboarding **COMMUNICATIVE & ADMINISTRATIVE** • Strong written communication skills, excellent grammar and attention to detail • Oral communication skills, on-camera familiarity considered an asset • Maintain a Seneca student voice, to be used consistently in all created content • Monitor student conversations on social media and join conversations where appropriate • Administer Student Life social media channels, including Facebook, Twitter, Instagram, YouTube and others

- Attend campus events for media coverage (social/photography/video) as needed
- Troubleshooting technical skills and ability to use initiative
- Maintain office weekly office hours (in-person and/or online) for reporting
- Ability to multi-task in a fast-paced environment with changing priorities
- Organizational and scheduling skills
- Ability to represent the Seneca College in a professional way

ROLE MODELLING

- Demonstrate high level of dedication and personal accountability
- Be able to work independently and, when applicable, remotely on different campuses, and online
- Role model appropriate behaviour in-person and online (email, Instagram, Facebook etc.)

ADDITIONAL DUTIES

Additional duties as assigned by the Student Life Coordinator or Program Assistant

Apply Here

For an queries reach out to shona.dias@senecacollege.ca