

## PART-TIME COMMUNICATIONS ASSISTANT

The Students' Association of Mount Royal University (SAMRU) is seeking **two** reliable, flexible, and dynamic individuals to assist with hanging posters, information dissemination and assembly, tabling, inventory management, and other tasks within the Communications & Marketing department.

**Status:** Part-time, 20 hours per week

**Wage:** \$16.00/hr

**Term:** August 19, 2024 to April 18, 2025 (Closed over the MRU winter break)

### RESPONSIBILITIES:

- Assisting with printing, assembling and hanging banners, posters, and publications as required by the Communications department. Maintaining the general appearance of Students' Association bulletin boards located on the Mount Royal Campus. Providing counts of leftover publications and materials when requested.
- Banner assembly and hanging as needed.
- Ensuring smooth operation of SAMRU communications activities such as communications strategy giveaways and events, information tables, and meetings by completing tasks as directed.
- Assisting with maintaining the inventory and location of promotional (swag) items.
- Distributing photocopies and printing as required.
- As directed by the supervisor, maintain the cleanliness of meeting, storage, and print rooms and ensure that facilities are in good order.
- Reliably responding to work requests as they arise.
- Support the work of the Coordinators, Communications & Marketing, and assist with any other duties as requested by the immediate supervisor.

### APPLICATION DEADLINE:

**July 29, 2024 or until suitable candidates are found. Please provide a resume, a short cover letter, and a copy of your schedule for the Fall 2024 semester.**

Applications can be emailed to Jori at [j.kellow@samru.ca](mailto:j.kellow@samru.ca). Only those selected for an interview will be contacted. No phone calls, please.