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Job Title: International Marketing & Communications Officer

Division/Department: International

Reporting To: Manager, International Marketing & Communications

Hourly Rate: \$19.88

Competition #: 2019-956

Campus: North

Classification: Support Staff

Job type: Regular Part-time

SUMMARY OF DUTIES:

The International Marketing and Communications Officer will support the Manager of International Marketing and Communications. The Officer will assist with a variety of marketing and communications initiatives including website maintenance, creating student testimonials, updating and creating new marketing flyers/brochures/postcards social media updates, organizing photoshoots and other task as assigned. The Officer will also work on special projects such as overhauling the agent portal, updating international recruitment presentations, coordinating open houses, etc.

Hours of Work: 24 hours per week

Duration of need: ongoing

Skill Testing Required: YES

QUALIFICATIONS:

The successful candidate will possess the following: a minimum of 3 years of experience in social media content creation and management, strong interpersonal, oral and written communication, organizational and analytical skills, advanced competency with various presentation platforms, advanced competency in photography and videography, ability to work with tight deadlines with a range of demands and capacity to take initiative while demonstrating good judgment. Additionally, the candidate will be a problem solver and problem solver, with cross-cultural sensitivity and capacity to work in a flexible and fast-paced environment. Fluency in a second language (Arabic, Farsi, French, Hindi, Korean, Mandarin, Punjabi, Portuguese, Russian, or Spanish) is considered an asset.

***This posting is directed to Humber's internal part-time employees. However, after the internal candidate process is completed, external applicants will be considered if necessary. Under the external candidate process, only applicants selected for an interview will be contacted. We thank all applicants for their interest in this position.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-



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secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: June 13, 2019

CLOSE DATE: June 20, 2019

A detailed job description for this position is available in HR Services. All candidates are asked to submit a cover letter and resume to HR Services by applying online at: www.humber.ca/careers