**Title of Position:**  Academic Advising – Student Blog Coordinator

**Division/Department:**  Office of the Vice-President Academic

**Job Duties**

The Office of the Vice-President Academic and the Academic Advisement team is seeking an individual to coordinate the “Student Hub”, a peer-to-peer blog designed by students, for students.

Working in conjunction with the Office of the Vice-President Academic and the Academic Advising Team, the successful candidate will be responsible for:

* Creating written content for the “Student Hub” blog on a bi-weekly basis
* Publishing and promoting the “Student Hub” blog
* Recruiting student volunteer blog contributors
* Conducting research pertaining to a variety of topics, including (but not limited to):
  + College Services
  + On-Campus Events
  + Student Technology
* Compiling and maintaining the “Student Hub” blog timeline which includes blog topics which are relevant based on publication dates

\*\* In you cover letter, please describe your approach to coordinating a blog and your expectations of the role\*\*

\*\*Candidates selected for an interview will be asked to provide examples of blog content they have produced which they feel best represents their abilities to prepare and present inspired content

**Qualifications**

* Excellent writing and editing skills
* Passionate user and follower of social media in your everyday life
* Understand digital citizenship and what is appropriate when distributing material related to Fleming College
* High level of organizational skills, with the ability to multi-task
* Some proficiency in editing photos and videos
* Excellent oral communication, human relations and interpersonal skills
* Knowledge of College programs and services

**Additional Information ie special equipment or travel**

* Blog writing experience