POSITION SUMMARY
QUEEN’S UNIVERSITY - STUDENT STAFF

POSITION TITLE: Media Squad Member
DEPARTMENT: Faculty of Engineering and Applied Science
POSITION NUMBER: MSQ0001
GRADE: N/A (5-10 hrs. / week) EFFECTIVE DATE: September 7, 2020

JOB SUMMARY:
Reporting to the Communications Specialist, Faculty of Engineering and Applied Science, Media Squad members are part of a student team that fuel the marketing and communications engine of the FEAS faculty. Diverse, creative, energetic and engaged, Media Squad members are trained and empowered to tell amazing stories about their fellow students, professors, and others through writing, photography, video and animation.

Media Squad members come from every program in the Faculty. Their chief responsibility will be to act as a principal for one story every two weeks, focusing on their home program, and support a Media Squad member to support their story in the alternating weeks. Over time, team members may develop specialist roles as we identify our best performers for tasks such as video shooting/editing, graphics and design, copywriting, etc.

Expected hours of work per week are 5-10 hours.

The Faculty will provide training in copywriting, photography, and video shooting/editing, but prior experience in any of these areas is also an asset.

KEY RESPONSIBILITIES:
- Work with the Communications Specialist and Squad members to execute world-class storytelling through writing, photography, video and animation
- Proactively identify new storytelling opportunities and lead storytelling projects within their home programs and across the Faculty
- Aid and assist other Media Squad members on executing their projects
- Post content to Faculty social media channels as required and monitor social channels to triage concerns to the Communications Specialist
- Provide advice and insight to the Communications Specialist, Director of Marketing and Communications, and other senior administrators on effective ways to reach current and prospective Engineering students.

REQUIRED QUALIFICATIONS:
- Student in the Faculty of Engineering and Applied Science entering their second year or higher of studies
- Some prior experience in any of the following: videography, news writing, photography, animation, or graphic design
- A passion for storytelling and sharing amazing tales of FEAS with the outside world!

SPECIAL SKILLS:
- An understanding of the importance of diversity in engineering and how diversity benefits engineering as a service profession
• The ability to work in a team and communicate clearly and effectively to accomplish team objectives
• Capable of making autonomous decisions and understanding when to refer an issue to the Communications Specialist and/or Director, Marketing & Communications
• A strong eye for quality and ability to self-review work for errors and omissions

Please send applications directly to the Director, Marketing & Communications at matthew.shepherd@queensu.ca. Candidates will be contacted and hired on an ad hoc basis.