## Temporary Assignment

**AMUSE**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Communications Assistant C</th>
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<tbody>
<tr>
<td>Hiring Unit:</td>
<td>Desautels Faculty of Management</td>
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<tr>
<td>Hours:</td>
<td>Approx.. 6</td>
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<td>Hourly Wage:</td>
<td>$14.50</td>
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<tr>
<td>Duration:</td>
<td>2 weeks</td>
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<td>Date of Posting:</td>
<td>January 31, 2020</td>
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<td>Deadline to Apply:</td>
<td>February 7, 2020</td>
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### Job Summary

**Job Summary:**

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

**Typical Functions:**

1. Writes short form articles related to the activities of the Bensadoun School of Retail Management
2. The list of functions outlined above is representative and not a complete and detailed list

### Main Duties & Responsibilities

Main Duties include:
- writing articles between 500-1500 words
- interviewing key subjects
- proof reading
- editing
- working with other writers

### Minimum Education and Experience Required

High School Diploma with two years of relevant experience in the field of work

### Other Qualifying Skills & Abilities

**HOW TO APPLY**

Please send CVs to bsrm@mcgill.ca.