

AMUSE Casual – Communications Assistant

Current classification (A,B or C)	B
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Job Summary:

The Department of Integrated Studies in Education is currently searching for a qualified individual to work on the Agricultural Transformation Through Vocational Education (ATTSVE) project. The Communications Assistant will be responsible for editing and formatting reports along with briefing papers. The incumbent will also be expected to finalize various designs and illustrations for publication. The incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Primary Responsibilities:

1. Assists in producing reports and briefing papers.
2. Performs specific editing and reviewing of documents, audio, video and web maintenance as required. Some graphic design and photo editing may be required.
3. Compiles and reports data in reports and manual updates as required.

The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Communications Assistant level “A” tasks in addition to the above listed functions.

Minimum Education, Certification and Experience:

High School Diploma with one year of relevant experience.

Other Qualifying Skills and/or Abilities:

Graduate student from the Faculty of Education with editing and publishing experience in a research setting is preferred. Candidate must be highly organized, detail-oriented and flexible with advanced computer/technological and editorial skills. Expert knowledge of Microsoft Word would be considered a great asset. Strong communication skills are required. English, spoken and written. French, spoken.

Salary: \$25.25 per hour

Schedule: 15 hours per week

Duration: May 14, 2019 – December 31, 2019

Hiring Unit: Department of Integrated Studies in Education, Faculty of Education

This position is covered by the AMUSE collective agreement.

How to Apply: If you are interested in this position, please email your CV and cover letter to staffing.education@mcgill.ca.

Applications must be received no later than Monday, May 13, 2019 at 5:00 PM.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.