

## ST. THOMAS UNIVERSITY STUDENT'S UNION



### OPEN POSITION: DIRECTOR OF COMMUNICATIONS

***Application open: April 16th, 2024***

***Deadline: April 23rd, 2024***

Completed applications include:

- Completed STUSU Employment Application Form - [FOUND HERE](#)
- Cover Letter
- Resume

**Submit to:** Vice President Administration Ahmik Burneo at [su\\_vpadmin@stu.ca](mailto:su_vpadmin@stu.ca) with email **subject line:** [Last name]\_[Opening job title]

Terms of Employment: part-time, September - April 2025, 15 hours/ week.

Wage: \$16-\$19 per hour

Requirements & Expectations:

- Strong time management & organizational skills.
- Strong oral & written communication skills.
- Experience with graphic design softwares & tools (some not all) i.e., Canvas, Adobe Photoshop, Lightroom, Video editor, etc - is a must.
- Crisis management & Problem-solving.

**Job Description:**

Report to: President of Students' Union.

The Director of Communications shall be supervised by the Executive Supervisor, as determined by the SEC and shall:

- (a) review the Communications Plan annually with their Executive Supervisor and make any necessary changes;
- (b) review the Students' Union Branding Guide annually;
- (c) report to their Executive Supervisor on a weekly basis;
- (d) work in coordination with their Executive Supervisor to ensure the Students' Union effective communications with their members through various vehicles of communication;
- (e) be responsible for working together with the Executive Supervisor to market the Students' Union to its members and stakeholders;
- (f) be primarily responsible with the Executive Supervisor for all forms of official Students' Union communication, including but not limited to: social media communication, social media direct messages, physical communications materials, branding, website design and posts, and press releases, position statements and more;
- (g) review this plan with the Help Desk Coordinator early in the academic year to ensure they are aware of the Students' Union's communications and social media practices;
- (h) review this plan with other relevant employees and members of the SRC to ensure they are aware Students' Union's communications and social media practices;
- (i) maintain and enhance the quality of the Students' Union website;
- (j) in coordination with their Executive Supervisor, assist with the Students' Union's public and member relations;
- (k) draft press releases for the Students' Union, and ensure their approval by their Executive Supervisor and the President before release;
- (l) ensure that Students' Union events, activities and initiatives are publicized within the St. Thomas University community;
- (m) advise the Executive Supervisor and SEC on responses to media inquiries, when required;

- (n) enforce the Students' Union's Branding Guide, in coordination with the Executive Supervisor;
- (o) design and distribute Physical Communications Materials as required and by the process set out in the Communications Plan;
- (p) Chair, or designate a Chair of, the Member Relations Committee;
- (q) Co-Chair the Communications Committee with their Executive Supervisor;
- (r) assume any other responsibilities set out in the Communications Plan; and
- (s) maintain no less than fifteen (15) office hours per week

**All students are encouraged to apply even if they don't meet all the requirements.**

**THE ST. THOMAS UNIVERSITY STUDENTS UNION IS COMMITTED TO THE PRINCIPLE OF  
EMPLOYMENT EQUITY.**