

## PSAC Job Description

<b>Job Title</b>	<b>EDI Newsletter Assistant</b>	<b>Rate of Pay</b>	In accordance with CA
<b>Classification</b>	Student Assistant II	<b>Approved</b>	May 8, 2024

### Job Summary

To help design and develop a monthly newsletter that features campus events, profiles people, and celebrates achievements related to equity, diversity and inclusion at Brandon University.

### Primary duties:

1. conduct preliminary research to inform the creation of a newsletter
2. design and develop newsletter templates for distribution in various formats (digital, print, social)
3. meet with faculty, staff & students to identify newsstories and gather details to feature
4. create content and publish newsletter for the campus community
5. other relevant duties as assigned

### Qualifications

#### Skillset:

1. Limited advanced skills and judgment
2. Ability to work independently and/or with others effectively
3. Ability to work courteously with the public
4. Ability to communicate clearly and effectively
5. Detail-oriented, punctual and reliable

#### Education:

1. Preference given to current Brandon University student; second year undergraduate level/standing is required
2. Specific courses related to the given department/faculty in which the job is needed
3. Strong academic standing in Coop Program

#### Experience:

1. Some advanced training and/or specialized experience is required

### Working Conditions

1. Work with minimal supervision
2. Working hours may include day, evening or weekend shifts, as needed

### Alternate Job Titles may include:

- 1.
- 2.