WLUSP Summer Staff 2021

WLUSP has four summer positions currently open:

**Advertising Assistant – Waterloo**
This position will report to the Student Publications Advertising Manager and must have knowledge or experience with Adobe Creative Suite, WordPress and/or audio production as well as cold-calling and sales. This position will be located in Waterloo, Ontario for 30 hours per week for 9 weeks (June-August). This position will be compensated at $14.50/hour. This position is currently operating remotely. In the event that provincial restrictions change, applicants may be expected to report to the WLUSP office for in-person work.

Responsibilities include:

* Selling advertising in all of WLUSP’s media properties to community businesses (both in-person sales and cold calling skills are required)
* Developing strong connections to advertising clients and other influential members of the community as required by the Advertising Manager
* Assisting in the production and design of advertisements for print and online publications
* Assisting in the production of radio advertisements
* Assisting in the creation and execution of marketing initiatives
* Helping to ensure that the quality of advertising products meet all standards and expectations of both WLUSP and the client
* Researching and assisting in the development of business plans
* Attending daily staff meetings and communicating with other staff and volunteers (virtually if necessary)
* Any other reasonable duties as required by the advertising manager

**Human Resources Co-ordinator**
This position reports to the executive director. The position oversees all HR practices within WLU Student Publications and acts as a resource for volunteers and managers when needed. This position will be located in Waterloo, Ontario for 30 hours per week for 9 weeks (June-August). This position will be compensated at $14.50/hour. This position is currently operating remotely. In the event that provincial restrictions change, applicants may be expected to report to the WLUSP office for in-person work.

Responsibilities include:

* Assisting department heads with hiring of general volunteers
* Maintaining centralized volunteer files
* Creating contracts for incoming staff and volunteers
* Assisting with the creation of hiring guides and the hiring process
* Ensuring orientation of new volunteers to WLUSP and their specific department
* Ensuring new volunteers have received an orientation package
* Ensuring new volunteers have read policy, signed code of conduct and any other pertinent documents
* Assisting the president and executive Director with discipline and termination when necessary
* Acting as a resource surrounding human resource issues or concerns for volunteers and staff members
* Maintaining regular office hours
* Attending all staff meetings, conferences and other events as required by the WLUSP president
* Maintaining communication with the Brantford office surrounding human resources in Brantford
* Overseeing recruitment of volunteers and hiring on WLU’s campuses
* Ensuring that departments are planning for the upcoming year
* Ensuring WLUSP’s compliance with the Ontario Employment Standards, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act
* Maintaining an up-to-date mass volunteer list for WLUSP
* Assisting the Executive Director and the President with maintenance of volunteer emails
* Creating and maintain a secure filing system to organize contracts, job descriptions and other HR documents
* Assisting the president and executive director in organizing staff training workshops as required
* Attending daily staff meetings and communicating with other staff and volunteers (virtually if necessary)
* Any other reasonable duties as required by the WLUSP president or the executive Director

**Production Assistant**

This position will report to the Cord Editor-in-Chief. This position requires a knowledge of Adobe Creative Suite and design. This position will be located in Waterloo, Ontario for 30 hours per week for 9 weeks (June-August). This position will be compensated at $14.50/hour. This position is currently operating remotely. In the event that provincial restrictions change, applicants may be expected to report to the WLUSP office for in-person work.

Responsibilities include:

* Working with the Cord editor-in-chief and WLUSP president to designing and producing layouts for the WLU’er student handbook
* Assisting the WLU’er production team with new digital initiatives and creating content on Wordpress
* Communicating with the advertising manager and advertising department regarding the positioning of advertisements
* Communicating with the printer and adhering to their specifications and deadlines
* Assisting with copyedits in the WLU’er publication or as assigned by the Cord editor-in-chief
* Designing other materials for WLUSP and its departments
* Assisting with the creation of marketing materials for the WLU’er student guidebook as required
* Assisting with the distribution of the WLU’er as required
* Preparing office documents
* Assisting the Cord editor-in-chief in the production of the newspaper and upkeep of thecord.ca as required
* Attending daily staff meetings and communicating with other staff and volunteers (virtually if necessary)
* Any other reasonable tasks assigned by the editor-in-chief of The Cord or the WLUSP president

**Summer Reporter - Waterloo**

This position will report to the WLUSP president and executive director and will coordinate with other WLUSP department heads. This position will be located in Waterloo, Ontario for 30 hours per week for 9 weeks (June-August). This position will be compensated at $14.50/hour. This position is currently operating remotely. In the event that provincial restrictions change, applicants may be expected to report to the WLUSP office for in-person work.

Responsibilities include:

* Contributing content ideas for stories
* Emailing and calling interview subjects to arrange interviews for upcoming stories
* Preparing for and conducting interviews for stories
* Reporting on and writing articles regarding on-campus and community issues as assigned by editor-in-chiefs of The Cord, The Sputnik and the Community Edition as well as the station manager of Radio Laurier
* Photography and design and recording and production experience will be an asset
* Updating thecord.ca and social media platforms with new content
* Assisting department heads and publishers with the production of newspapers, web content and podcasts as required
* Attending daily staff meetings and communicating with other staff and volunteers (virtually if necessary)
* Any other reasonable tasks assigned by the WLUSP president or executive director

**Applications are open until Tuesday June 22nd, 2021.** Interviews to be held that week. Anticipated start date is June 28th, 2021.

Applicants must submit a cover letter and resume in a single PDF to care.lucas@wlusp.com

Due to the high number of applications, **only successful applicants** will be contacted for an interview.

Please note that these positions are funded through the Canadian Summer Jobs grant. For applicants to be considered, they must:

* be between 15 and 30 years of age at the start of the employment
* be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
* have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
* International students are not eligible participants.