

## **Position Title:** *Mustangs Social Media Assistant (Sports & Recreation Services)*

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### **Position Summary:**

Sports and Recreation Services at Western offer students a wide range of programs and activities geared to all levels and abilities, housing intramurals and varsity athletics.

As the Mustangs Social Media Assistant, your role includes gathering, creating and sharing content to the Western Mustangs social media platforms throughout their athletic season.

### **What will you gain from this role?**

- Develop and enhance graphic design, communication, and organizational skills.
- Gain experience working in a fast-paced environment under tight deadlines.
- Learn professional social media standards.
- Recognition through Western's Co-curricular Record.

### **Key Responsibilities:**

- Design and utilize graphic design software to create engaging visual content.
- Draft written captions for posts.
- Schedule content for distribution.
- Other duties, as required.

### **Position Requirements:**

- Strong interest in sports.
- Experience with social media platforms (Facebook, Twitter, Instagram, TikTok) would be considered an asset.
- Willingness to work varying hours.
- Ability to work under tight deadlines in a fast-paced environment.

### **WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS**

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (per term)

\*\* Trainings subject to change

## Position Specifics:

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### Term Length:

One academic year, September 1, 2023 - April 30, 2024

### Time Commitment:

- 5-12 hours per week (may vary depending on sports schedule).
- Work hours will primarily be on evenings and weekends.

### Training:

- Position specific training as dictated by direct supervisor.
- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content

### Reports to:

Deborah Coward (Manager, Communications).

### Application Method:

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

### Western Values Diversity:

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at [ralary@uwo.ca](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).