

Position Title: *Mustangs Tik Tok Assistant* *(Sports & Recreation Services/Student Experience)*

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

What will you gain from this role?

- Develop and enhance video, 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:

- Utilize video software and apps to create engaging visual content.
- Create and ideas for videos
- 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.

Position Specifics:

Term Length:

Summer term, May 1, 2025 – August 31, 2025

Time Commitment:

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

Training:

- Complete Human Resources Training:
 - WHMIS
 - Health & Safety
 - Safe Campus
 - AODA
- Complete WPL Fundamental Training:
 - Code of Conduct, Ethics, Etiquette & Boundaries

- Equity & Inclusion e-Learning Module
- Gender-Based Violence Policy e-Learning Module
- Indigenous Initiatives Content & Reflection
- Clifton Strengths Assessment/Module/Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

** Trainings subject to change

Reports to:

Deb 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 or phone 519.661.1111 (89081).