UNIVERSITY OF SASKATCHEWAN STUDENT’S UNION
Position Profile

Role: Event and Social Media Coordinator
Reporting to: Communications & Marketing Manager
Liaison to: USSU Executive

Position Summary

The University of Saskatchewan Students’ Union exists to represent, serve and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic and unified leadership. It also serves to protect and maintain the integrity of quality, accessible public education.

Reporting to the Communications & Marketing Manager, the Event and Social Media Coordinator is responsible for coordinating and supporting executive events and programs. They would be responsible for the coordination and implementation of USSU executive social media channels, and growing the USSU’s reach to undergraduate students.

Qualifications

Education:

• Current University of Saskatchewan undergraduate student
Knowledge & Skills:

- Ability to work independently and in a team environment
- Excellent organizational and time management skills
- Approachable and cooperative in a demanding environment
- Excellent communication and comprehension skills: verbal, auditory, and written
- Well-developed proof-reading skills and keen attention to detail
- Strong interpersonal skills and a demonstrated ability to direct, facilitate, and build relationships with key contacts
- Understanding of equity, diversity and inclusion with considerable knowledge regarding lived experiences of students with diverse identities (including but not limited to disabilities, sexualities, genders, race, religions, ethnicities)
- Proficiency in Microsoft Office, Google, and Adobe Creative Cloud
- Photo and video editing skills as required
- Thorough knowledge of both the USSU and the University of Saskatchewan, their departments, operations, and activities

Experience:

- Experience in engaging a wide range of communities through planning and organizing small and large events
- Proficiency with various social media platforms
Key Responsibilities

• Assist with planning and coordinating events with the executive;
• Keep up to date with emerging technologies in new media;
• Developing and creating engaging social media posts for members and the broader community where applicable;
• Building social media presence through the use of engaging tools and building on existing trends for various platforms relevant to our members;
• Act within the mandate of the Students’ Union;
• Community outreach as required;
• Other duties as assigned.

Key Accountabilities

• Report to the Communications and Marketing Manager on activities and initiatives;
• Attend regular meetings with the USSU executives;
• Submit a monthly report on the ongoing work and initiatives to Executives