



# CESAX

Continuing Education Students'  
Association of X University —

Local 105 of the Canadian Federation of Students

## **JOB POSTING: Administrative and Social Media Assistant**

Friday, December 10, 2021

The Continuing Education Students' Association at X University (CESAX) is currently seeking a X University (formally Ryerson University\*) student for a full-time, short-term contract, starting January 17, 2022 until April 8, 2022. Salary for this position is \$16.00 an hour, with 12 hours a week.

The Administrative and Social Media Assistant will assist with administrative and social media tasks for CESAX with a stronger focus on social media in the Fall and administrative assistance in the Winter. In the Fall, the Assistant will work with social media platforms such as Later, Facebook, Instagram, Twitter, YouTube, LinkedIn and TikTok but will also work on platforms such as D2L and the CESAX website through Wordpress. In the Winter, the Assistant will focus more on assisting the return to office planning with filing, documenting and assisting with the Winter Tax Clinic and service delivery. The selected individual will have the opportunity to develop their skills in a wide variety of digital formats and develop skills in project management and communications.

At all times the selected individual is required to act in a manner that seeks to defend the principles of an autonomous students' union, equity and ensure work performance is professional, efficient and student-focused.

CESAX is committed to employment equity and encourages applications from a returning X University student that is representative of our diverse community, including: women, Indigenous students, racialized students, Black students, students with a disability and students who are lesbian, gay, bisexual, queer, trans and/or Two-Spirit.

Please note this job is supported by the X University Career Boost Program. Applicants should apply for the Career Boost program immediately after submitting this application. Eligibility is limited to domestic undergraduate students with specific financial and enrollment details. Learn more at:

<https://www.ryerson.ca/student-financial-assistance/student-employment/undergrad-careers/#eligibility>

\*To learn more about why CESAX refers to Ryerson University as X University, please visit [www.mycesar.ca/xuniversity](http://www.mycesar.ca/xuniversity)



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Type of Work: Short-term contract

Rate of Pay: \$16.00

Hours: 12 hours per week

Start Date: January 17, 2022 (or as soon as possible)

End Date: April 8, 2022

Reports to: Services Coordinator

## Main duties:

1. Coordinate audio and video editing for CESAX podcasts, webinars, promotionals and other projects as required for the organization;
2. Collaborates with the Board of Directors to curate, produce and edit projects for the consumption by CESAX members;
3. Collaborate with the communications team to manage the CESAX YouTube Channel and develop digital education, engagement and promotional tools for events, campaigns and services;
4. Assists with all CESAX campaigns, outreach and program activities in coordination with the CESAX Executive and the Board of Directors;
5. From time to time may assist with administrative duties to support the office and provide front line service to our membership; and
6. As time permits, assists with other duties as assigned.

***Please note that this position is currently a work-from-home position.***

## Successful candidates will possess:

- Demonstrated experience in video and audio production and editing;
- Demonstrated experience in working in a team environment, soliciting and incorporating feedback and setting expectations and quality standards;
- The ability to be self-motivated and work independently;
- Required to use video and audio production software and equipment;
- Required to use Microsoft systems and programs and Google Suite;;
- Experience working within a students' union, membership-driven organizations or social justice workplaces is an asset;
- Knowledge of anti-oppression issues and equity principles is an asset;
- Excellent organizational and time management skills and the ability to work within deadlines;

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[mycesax.ca](http://mycesax.ca) | [@xucesax](https://twitter.com/xucesax)



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- The ability to multi-task and accomplish many goals simultaneously, while under pressure; and
- Must be eligible for Career Boost.

## **Application Details:**

Interested candidates should submit a resume and cover letter to [jobs@mycesax.ca](mailto:jobs@mycesax.ca) by **Sunday, January 9, 2022.**

Only PDF or Word files are accepted. No phone calls.

CESAX is an independently incorporated students' union working within the X University community. This is NOT a X University staff position.

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