# Job Title: CURL Student Web/Media Assistant

Expected Start Date: **October 10, 2023**

End Date: **April 30, 2024**

Direct Supervisor: **Sherri Liska, Access and Media Coordinator, CURL**

Hours per Week: **~7-10**

Rate of pay: **$16.55 per hour**

## Job Overview

The Centre for Undergraduate Research Learning (CURL) is seeking a part-time student assistant to provide creative support with CURL’s social media and online presence, especially during conference season (November-December and March-April). Duties would include writing, designing, and scheduling social media posts; updating our Wordpress website; and other online tasks as required. **This is a remote/online position.**

## Preferred Qualifications

* Strong writing and proofreading skills
* Strong eye for design (positive/negative space, use of colour, clarity, etc.)
* Experience with graphic/web design (especially Canva/Wordpress), social media content creation, and/or journalism would be a strong asset
* Personable and courteous in working relationships with faculty, peers and the public
* Enthusiastic about undergraduate research learning, diversity, and accessibility
* Ability to organize time, communicate barriers, and ask for help when needed

## Eligibility

* All undergraduate students registered at Huron University College with a minimum 60% course load (40% course load for students with disabilities) are eligible.

## Application

To apply, please forward a letter of interest, a resume, contact information for one academic and/or professional reference, and requests for accommodation during the interview process to [sliska@uwo.ca](mailto:sliska@uwo.ca) AND [curl@uwo.ca](mailto:curl@uwo.ca). **Please put “CURL Web Assistant Application – [Your Name]” as the subject line.**

Examples of previous writing, design, or social media content, whether personal, academic, or professional, are very strongly encouraged.

All applicants must complete a financial profile with Jane Parker ([mjparker@huron.uwo.ca](mailto:mjparker@huron.uwo.ca)). Students who are ineligible for a Huron work study ARE still eligible for this role.

**Applications are due by 11:59PM on Sunday, September 17, 2023.  
Zoom interviews are expected to occur the week of September 25-29.**