Department of History, Queen’s University

Job Title: Alumni Outreach & Marketing Assistant

Job Type: Casual. Approximately 5 hours per week

Location of Work: Remote

Rate of Pay: $30/hr

Job Description: Reporting to the Program Manager: Strategic Planning and Curricular Initiatives, the Alumni Outreach & Marketing Assistant will help develop and facilitate alumni outreach programming for the Department of History. We are seeking an outgoing and enthusiastic graduate student to help us reach our alumni and encourage their engagement with new initiatives. These initiatives will be supervised by the Program Manager and include an alumni podcast, promotional material featuring alumni, and a social media campaign to showcase the variety of careers available to History graduates. The Alumni Outreach & Marketing Assistant will play an important role in building these new initiatives and making recommendations to improve and expand the department's promotional material. The ideal candidate will enthusiastically promote the transferable skills and numerous career trajectories of students from the History BA, MA and PhD programs at Queen’s University.

Key Responsibilities
- Conducting interviews with Queen’s History Alumni
- Creating content for the Department’s Alumni and Careers web pages
- Identifying strategic opportunities for alumni engagement
- Researching and producing promotional material
- Other duties as assigned

Qualifications:
- Friendly, professional personality
- Ability to work independently, with minimal supervision
- Access to stable internet and reliable computer for virtual interviews
- Willingness and ability to work evenings and weekends as required
- Video editing skills would be considered an asset

Application Deadline: June 14, 2021

Application Instructions: Please email your resume and cover letter to Cathy Dickison (dickson@queensu.ca) and cc Jenn Lucas (jennifer.lucas@queensu.ca) by the application deadline.