

## Job Profile

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| <b>Job Profile Name:</b> | Communications Assistant B |
| <b>Job Code:</b>         | CADB-00004                 |
| <b>Employee Group:</b>   | AMUSE Casual               |

### Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

### Typical Functions:

1. Greets clients and answers specific inquiries with a positive attitude. This includes detailed information regarding programs and services offered. Acts as a Guide during campus and library tours.
2. Conducts research regarding alumni, marketing and news trends. Assists in producing promotional material and providing specific information to queries.
3. Assists with events such as meetings, information sessions and event setup.
4. Performs specific editing and reviewing of documents, audio, video and web maintenance as required. Some graphic design and photo editing may be required.
5. Monitors and posts social media content to various platforms such as Twitter and Facebook.
6. Compiles and reports data in reports and manual updates as required.
7. Assists with planning of events, such as recruitment and information sessions.
8. Provides technical support for graphic and photo software as well as some A/V equipment.
9. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Communications Assistant level "A" tasks in addition to the above listed functions.

### Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work