



JOB DESCRIPTION

Marketing Coordinator

Job Title:	Marketing Coordinator	Job Category:	OPUS
Department/Group:	OPUS	Reports to:	Executive Director/Health Plan Administrator
Level/Salary Range: Hourly, min wage	Position Type:	Part time	
HR Contact:	Executive Director	Date posted: Sept 2 nd , 2021	
Internal posting URL:	www.uwindsor.ca/opus	Travel required:	No

Applications Accepted By:

E-mail: opus@uwindsor.ca

Applications due : September 15th, 2021

Job Description

ROLE

The Marketing Coordinator will focus on social media postings, events, information sessions and workshop portfolios. This person will primarily work during regular scheduled business hours; however, some evening and weekend hours are required occasionally depending on event schedule. This person is responsible for the delivery of event programming that includes social wellness, diversity, special events, and OPUS sponsored orientation events and activities.

RESPONSIBILITIES

- Responsible for the delivery of event programming that includes social wellness, diversity, special events, and OPUS sponsored orientation events and activities.
- A key component of this position is graphic design, promotion and marketing of OPUS services and events along with maintaining the OPUS website and social media profiles.

- Other duties may be assigned but not limited to recruitment and campaign strategies to raise awareness about part-time studies at UWindsor and the services that OPUS provides to its students.
- Follow OPUS and University of Windsor procedures in planning and implementation
- Be aware and follow the University poster policies
- Help to reach out to students, help with OPUS events and interact with students via email.
- Coordinate initiatives/projects that promote and enhance the true spirit of campus life for part-time and mature undergraduate students.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Creativity is required and key to the success of the person in this position
- Experience with Special Events Planning
- Excellent organizational skills
- Excellent customer service skills
- Must be able to maintain approx. 25 hours per week
- UWindsor students are encouraged to apply.
- University degree/college diploma or equivalent.

OPUS is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage applications from those that self-identify as members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA identified persons.

Furthermore, OPUS is independently incorporated student associations operating within the University of Windsor community; this is not a University of Windsor position. We're committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in our recruitment process, please let us know in your application email, and your request for accommodation will be handled confidentially. Accommodation may be provided in all steps of the recruitment process.