

**Title:** Social Media Ambassador

**Date of Employment:** September 2016 – February 28<sup>th</sup>, 2017

**Hiring Department:** Engineering Student Outreach Office, Faculty of Applied Science & Engineering

**Rate of Pay:** \$11.25 per hour

**Positions:** 1

**Hours of Work/Week:** 9 -12 per week

The Social Media Ambassador will work closely with the senior office staff to bring forward relevant content and discussion regarding EOO Programs and events through Facebook, Twitter, Instagram, and other social media platforms

**Duties and responsibilities:**

Providing day-to-day support of the Fall and Winter Saturday programs and other pre-university programming offered through the Outreach Office including:

- Bringing awareness of all opportunities offered by the Engineering Outreach office
- Research the latest trends in social media in regards to summer camps and pre-university engineering programming
- Prepare multimedia content for social media platforms
- Write content for publication on all relevant social media platforms
- Contribute relevant content to other University of Toronto groups where applicable

Applicants should be an undergraduate or recent graduate of the University of Toronto

**Applicants Submit:**

1. Cover letter
2. Resume

Ensure all documents are submitted as: YOURNAME\_Coverletter, and YOURNAME\_Resume, respectively.

Qualified applicants should submit their cover letter with resume to the attention of Kyle Coulter, Engineering Student Outreach Office. Submissions can be emailed to [outreach@ecf.utoronto.ca](mailto:outreach@ecf.utoronto.ca) (please include the position you are applying for and your name in the subject line).

**Applications are due no later than 5 pm on Friday, September 23, 2016.**