



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Recruitment & Outreach Communications Assistant

Dates of Employment: October, 2026 to March, 2027

Department: Engineering Student Recruitment & Outreach Office

Rate of Pay: \$20.00/hour

Hours/Week: 12-15 hours per week; maximum 100 hours in fall, 100 hours in winter

- May need to work some weekends to support events and programs

The Engineering Student Recruitment and Outreach Office (ESROO) leads the Faculty of Applied Science & Engineering's efforts to engage future students and promote engineering education through innovative communications and programming. Our communications team oversees a range of initiatives—from outreach programming that inspires students in grades 3-12 to apply their curiosity through hands-on STEM experiences, to strategic recruitment communications that support prospective undergraduate applicants throughout their journey to U of T Engineering.

We create compelling digital content, manage large-scale events, and build meaningful connections with students, families, and educators to highlight the impact and accessibility of an engineering education.

For more information about Engineering Student Recruitment and Outreach, visit: <http://outreach.engineering.utoronto.ca/> and <https://discover.engineering.utoronto.ca/>

Job Description:

As a Recruitment and Outreach Communications Assistant, you'll gain hands-on experience in strategic communications while supporting the mission of the Engineering Student Recruitment and Outreach Office (ESROO). You'll work closely with the Communications Officer to assist on a variety of minor projects— helping to create and publish digital content that highlights student experiences and promotes programs across web, email, and social media platforms.

Day-to-day responsibilities may include supporting photography and video shoots, editing content, and designing visual assets using tools like Adobe Photoshop, InDesign, and Lightroom. You may also contribute to updating websites, preparing email newsletters, and organizing media libraries.

In addition to this ongoing support, you'll also have the opportunity to **take ownership of one major project** during your placement. This project will be tailored to your interests and



UNIVERSITY OF TORONTO

FACULTY OF APPLIED SCIENCE & ENGINEERING

professional goals, giving you the chance to see a communications initiative through from start to finish-developing tangible skills in content strategy, storytelling, and project management.

Responsibilities

- Supporting the Communications Officer in developing digital content that highlights student experiences and promotes Outreach and Recruitment programs, gaining hands-on experience in content strategy, scripting, and audience analysis
- Assisting with photography and video production during events and activities, practicing camera operation, shot composition, lighting, and audio recording in live settings
- Editing photos and videos using Adobe Photoshop, Lightroom, Premiere Pro, and/or Canva, building proficiency in file management, export settings, and design for digital channels
- Contributing to social media, email newsletters, and web content, developing skills in caption writing, image optimization, accessibility formatting, and scheduling tools
- Participating in weekly team check-ins and reflection activities, building confidence in goal-setting, professional communication, and iterative feedback processes
- Collaborating with staff and fellow students on communications projects, practicing project scoping, timeline management, and working with brand guidelines in a team environment
- Updating websites using content management systems (e.g., WordPress, Squarespace), developing familiarity with HTML formatting, responsive layouts, and alt-text best practices
- Taking ownership of one major communications project-such as a video series, digital campaign, visual report, or design piece-gaining experience in creative planning, milestone tracking, and delivering a complete product in a supported environment

Qualifications:

We're looking for someone with a strong interest in communications, storytelling, and content creation. You don't need to have every skill listed below, but you should bring a foundation in at least a few areas and a willingness to learn through hands-on, iterative work. The most important quality is a desire to grow your skills in a supportive, creative environment.

Required Qualifications

- Some experience with video production, including filming and editing short-form content using tools such as Adobe Premiere Pro, iMovie, or equivalent
- Familiarity with photography, particularly capturing candid or event-based moments
- Basic knowledge of photo editing and graphic design tools, such as Adobe Photoshop, InDesign, or Lightroom



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

- Strong written and verbal communication skills, with attention to detail and an interest in visual storytelling
- Ability to manage multiple tasks and deadlines independently while collaborating as part of a small team
- Initiative, creativity, and adaptability in dynamic or fast-paced environments

Preferred Qualifications

- Experience creating social media content (e.g., Reels, Stories, or posts) for Instagram, Facebook, or similar platforms
- Familiarity with content planning, file organization, or basic project coordination
- Experience using website editors or email design tools (e.g., WordPress, Beaver Builder)
- Awareness of accessibility and inclusion best practices in digital media
- Interest in education, outreach, or science communication

Accessibility Considerations:

- Spends the majority of the shift working at a computer
- Regularly transports small items between 2-15 lbs
- Spends the majority of the shift moving between spaces/stations
- Occurs in an in-person environment
- Occurs in a number of different settings across campus
- Occurs in an environment where loud and/or abrupt noises occur frequently
- Works with tight and/or frequent deadlines

Skills:

- Communications and Media
- Creative Expression
- Design Thinking
- Fostering Inclusivity and Equity
- Goal-Setting and Prioritization
- Project Management