STUDENT JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Communications Assistant
Classification Title: Graduate Academic Assistant
VP/Faculty: Medicine
Department: School of Population and Public Health
Pay/hours: $20-25/hour, 12 hours per week
Duration: December 1, 2021 to April 30, 2022 (possibility of extension)

Positions Available: 1

JOB SUMMARY

The Communications Assistant will assist with planning, writing, and editing relevant content, publications and design layouts for key communications tools and stakeholder-deliverable reports. This position will assist faculty and staff in creating publications and stories that raise the stature and profile of the School of Population and Public Health.

ORGANIZATION STATUS

The School of Population and Public Health (SPPH) is an innovative unit within the Faculty of Medicine that encompasses many of the health-related groupings at UBC that focus on population and public health and epidemiology. The School is structured around four divisions: Occupational and Environmental Health; Health Services and Policy; Epidemiology, Biostatistics and Public Health Practice; and Health in Populations. The resulting mix of professions and disciplines is seen as a means of connecting individuals and learners to galvanize the relationship between health research, public health and health services and to enhance learning.

The SPPH’s academic program includes teaching in the medical undergraduate curriculum, courses for UBC undergraduate students, the Residency Program in Public Health and Preventive Medicine, and the following graduate programs: MHA, MHSc, MPH, MSc, MSc (OEH), PhD. The School also has several joint graduate programs with the Department of Statistics, School of Nursing, Faculty of Dentistry, MD/MHA Program, and is in the process of developing a joint MD/MPH Program.

The SPPH is one of the most research-intensive units at UBC, and is home to the Centre for Excellence in Indigenous Health, Centre for Applied Ethics, Centre for Health Services and Policy Research, Human Early Learning Partnership, Partnership for Work, Health and Safety (PWHS) and the WHO Collaborative Centre in Global Health

RESPONSIBILITIES

The Communications Assistant will perform the following duties:

• Identifies and responds to emerging opportunities to profile the School, its research and its contributions to public health debates, by writing stories for the School’s website, and
other UBC publications, such as UBC Reports and UBC Medicine magazine, the Wall Papers, and TREK.

- Edits, formats, and posts content to the School’s website and social media channels.
- Plans, writes, edits relevant content and designs layouts for key communications tools and stakeholder-deliverable reports.
- Identifies, plans, writes, and edits content for internal communications including newsletters and internal email updates.
- Conducts interviews and research in order to profile faculty, staff, and student projects.
- Ensures appropriateness and consistency of key messages for targeted audiences and planning dissemination strategies to key audiences.
- Assists faculty and staff in creating publications, news coverage items and stories that raise the stature and profile of the School of Population and Public Health.
- Designs and develops print collateral for the School as needed.

SUPERVISION
The Communications Assistant is supervised by the Director, Administration and Operations, and receives direction from the Communications Specialist and SPPH Communications Team. Errors made could influence the timely completion of work and compromise the reputation of the School.

WORKING CONDITIONS
The Communications Assistant will be located in the SPPH building at the Vancouver campus of the University of British Columbia. A shared workstation equipped with telephone, computer and furniture will be provided.

QUALIFICATIONS
- 3rd or 4th year current undergraduate student, or university degree in a relevant discipline such as Communications, Public Relations, Marketing or Journalism.
- Skill and experience in journalistic business writing.
- Basic skills and experience in graphic design and UBC’s CMS (WordPress and/or HTML).
- Excellent written communication skills required.
- Excellent interpersonal skills.
- Excellent organizational skills including the ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to work effectively with minimal supervision.
- Experience in a research or health care environment is an asset.
- Experience writing for non-academic audiences is an asset.

To apply, please forward your cover letter, resume, and two non-academic writing samples to Stefan Mladenovic, Information Systems Manager, at stefan.mladenovic@ubc.ca by 6 pm on November 12th, 2021.