Web Communications Specialist

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Web Communications Specialist

University of Guelph-Humber Information Technology Department
(Located in Toronto)

Hiring #: 2016-0219

Please read the Application Instructions [2] before applying

Created from a partnership between the University of Guelph and the Humber Institute of Technology and Advanced Learning, the University of Guelph-Humber meets the demands of higher education in today’s market. Our students, learning together in a custom-made facility, benefit from a broad-based university education and career-focused options. Our growing, progressive university is home to a diverse and vibrant community of dedicated professionals. This is where people matter.

Working in Toronto in this key role as Web Communications Specialist, you will be responsible for proactively creating web content for the University of Guelph-Humber. Reporting to the Manager, Digital Communications and Web Services, University of Guelph-Humber, you will write, edit, reorganize and repurpose existing copy for web consumption and participate in developing fully integrated Internet communication strategies to support institutional goals. Additionally, you will: ensure online messaging both meets the University’s guidelines, in terms of both style and quality, and adheres to brand standards; work closely with the Web Services team and other campus constituents to implement web communications initiatives to ensure web currency including emerging technologies and relevant legislation; explore new media options and web technologies and stay abreast of new trends and changes in web use; create maintenance schedules to monitor web content and resolve any content difficulties; develop web writing workshops and provide tools and training sessions for all internal departments; interact with technical support personnel in the IT department. This position actively contributes to the development and implementation of the strategic vision for the University of Guelph-Humber website.

Requirements of the position include: an undergraduate degree in Communications, English, Journalism, Public Relations and professional experience focused primarily on writing for the web, or an equivalent combination of education and experience. Masters’ degree is preferred. Excellent written and oral communication skills are essential. Additional skills required: demonstrated ability to apply sound judgment; initiative and creative problem solving skills; excellent organizational skills including the ability to work independently, meet deadlines and coordinate a number of projects simultaneously in response to changing/conflicting priorities. Ability to: attend accurately to detail; work effectively under pressure of high volume; work effectively in a team environment. Effective interpersonal skills; tact and diplomacy in dealing with a wide variety of contacts; ability to maintain confidentiality.

Position Number    400-171

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Web Communications Specialist
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Classification P03*
Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

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Closing Date: 2016 06 17

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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply