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 Web Services Department
(Located in Toronto)

Hiring #: 2016-0382

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.

This key role as Web Communications Specialist is an exciting opportunity for a digital communications professional who can deliver leading-edge solutions in this ever-changing field, to contribute actively to the development and implementation of the strategic vision for the University of Guelph-Humber website. Working in Toronto, and reporting to the Manager, Digital Communications and Web Services, University of Guelph-Humber, you will be responsible for proactively creating articles for the University’s website that focus on a wide range of topics such as the student experience, research the University is embarking on and faculty profiles. In addition, you will contribute to enhancing the University’s online presence by editing, reorganizing and repurposing existing copy for web consumption and participating in developing fully integrated Internet communication strategies to support institutional goals.

What this role offers you:

- a meaningful career in an organization dedicated to delivering an innovative educational experience
- the opportunity to contribute to the digital strategy of the University
- a collaborative work environment where your ideas are valued
- the ability to learn new skills with support for professional development
- a dynamic portfolio with a wide variety of projects

What you offer this role:

- an undergraduate degree in Communications, English, Journalism, or Public Relations (a master’s degree is preferred);
- at least 3 years of professional experience, with a focus on writing for the web;
excellent written and oral communication skills;
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 or conflicting priorities;
ability to attend accurately to detail, and work effectively under pressure of high volume as well as in a team environment; and
effective interpersonal skills, ability to use tact and diplomacy when working with a wide variety of contacts, and the ability to maintain confidentiality.

To be considered for this position, a cover letter is required. Please include any links to your portfolio in your cover letter. Samples of your writing may be required if selected for an interview.

Position Number 400-171
Classification P03*

*Tentative evaluation; subject to committee review

Posting Date: 2016 09 09
Closing Date: 2016 09 23

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