



Position: Student Communications Coordinator

WHAT WE STAND FOR

The Mohawk Students' Association exists to ensure all Mohawk Students achieve personal success in their college experience and beyond. We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice so they can achieve this success.

Led by the Executive Director and an elected Student Board of Directors (BOD), we are a Non-Profit Organization that supports students through our Areas of Focus:

- Advocacy & Leadership
- Engagement & Support
- Sustainability & Operations

While we are a separate organization from Mohawk College, we work collaboratively with the college to reach our goals.

MY MSA TEAM

We live our values to ensure we achieve our **Student Driven** Vision and Mission. **In This Together**, we collaborate in transformative ways within and beyond our departments, helping wherever we are needed. We **Believe it's Possible** by focusing on outcomes rather than outputs. We prioritize **Foster Belonging**, where all staff members feel purposeful and supported as their authentic selves. And we share and learn through the power of **Storytelling**.

MY COMMUNICATIONS TEAM

The MSA Communication Team is a department within the Student Experience Team (Communications, Programming, and Student Services) that handles the core communication execution responsibilities at the MSA. The team values creative diversity, and all members are encouraged to bring new ideas and their own creative passions to the table – is there

OUR VALUES



Student Driven:

We are passionate about Mohawk Students and all our efforts are devoted to enhancing their experiences.



In This Together:

Collaboration built on trust across the Mohawk community is essential to ensure every student interaction matters.



Believe it's Possible:

Fueled by outcomes and insight, we strive to find solutions for how we can meet the evolving needs of students.



Foster Belonging:

We connect the Mohawk Community to ensure everyone feels invited, welcomed, and included as their authentic self.



Storytelling:

We strive to tell, share, and learn from stories in meaningful ways.



something you're itching to learn more about or dip your feet into ... let us know!

WHAT YOU DO

You work on communication initiatives from the back end to ensure fellow students are getting accurate information in a clear, concise and relevant way so they can utilize supports and services available, get involved, and attend events.

What Success Looks Like in This Role:

You play an active role in improving the MSA's brand awareness. You are a crucial asset when it comes to fostering belonging for students, empowering them to use their voice and get involved, and enhancing their college experiences through communication initiatives.

Primary Accountabilities:

- Writing copy for content editorials and e-blasts.
- Managing blog post schedule by writing blog and coordinating blog posts with other students.
- Updating and editing internal documents.

HOW YOU DO IT

Responsibilities

- Brainstorming campaign ideas and themes.
- Planning Instagram reel and Tik Tok ideas.
- Data analysis.
- Assisting with organizing campaign briefs.

What you Need in Education, Experience and Training for your Department:

- Currently enrolled in a Mohawk College program.
- In good standing with the college (60% minimum grade average).
- Legally eligible to work in Canada.
- Ability to work independently and as part of a team.

OUR MISSION

We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice.

OUR VISION

All Mohawk Students achieve personal success in their college experience and beyond.



- Strong writing skills.
- Good organizational and time management abilities.

What Knowledge, Skills and Attitudes that you require:

- Passion for working for and with post-secondary students
- Desire for lifelong learning
- Proficiency in a digital environment
- Ability to work independently with minimal guidance.
- Excellent communication and interpersonal skills.
- Exceptional organizational skills.
- Positive energy and attitude – good vibes only!

Physical Demands/Work Environment

- Standard work hours are up to 5 hours per week.

EQUITY, DIVERSITY AND INCLUSION

The MSA seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially seeks applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

HOW TO APPLY:

Please apply to msainfo@mohawkcollege.ca.

Please include 'Student Communications Coordinator' in the e-mail subject line followed by your last and first name, and attach your resume and cover letter.

JOB DESCRIPTION

Reports To:

Communications
Manager

Department:

Communications
(Student Experience)

Classification:

Part-Time Contract
(Up to 5 hours per
week)

Location:

Fennell Campus

Pay Band:

\$17.00/hour



If you have any questions regarding the hiring process or you require accommodation in the interview process, please reach out to:

msarecruit@mohawkcollege.ca.

The expected flexible start date is August 29th, 2022. The contract will end on April 7th, 2023.

EQUITY, DIVERSITY, AND INCLUSION

Equity and Diversity are core MSA values engrained in the work that we do to support Mohawk students.

The MSA believes the commitment to our values of equity, diversity, and inclusion requires continuous care. It's about fostering a culture of open-mindedness, compassion, and inclusiveness among individuals and groups, where leadership is made up of different people with diverse perspectives.

The MSA is actively building a community where everyone is encouraged and celebrated to be themselves and whose members have diverse cultures, backgrounds, and life experiences in order to challenge and dismantle systemic oppression.
