



## Media Coordinator Job Description August 2024 - April 2025

**Job Title:** Media Coordinator

**Department/Group:** Residence Services/Residence Life

**Location:** Thunder Bay Campus

**Honorarium:** \$3,000.

A Media Coordinator is a student-volunteer position wherein they live within the Residence community and support fellow residence students toward a successful and positive residence experience through programming and community engagement. Reporting to the Residence Area Coordinators (RACs), the successful Media Coordinator candidate will utilize and engage in media-based programming for the entire Residence community. Programming is traditionally delivered through Residence Social Media accounts, through the documentation of event photos and/or videos, as well as group organized activities. The Media Coordinator will attend regular meetings; including but not limited to council team meetings, committee meetings, and area-specific meetings. The Media Coordinator is expected to act as a positive role model within the community and assist in providing a positive Residence experience to all students. The primary objective of the Media Coordinator is to engage the entire Residence community with house spirit and Lakehead pride through media-based programming and social media engagement. As part of the role requirements, the Media Coordinator will live within the Residence community.

### Job Tasks & Responsibilities:

- Communicate regularly with students and Res Life student staff to provide information and assist them with their transition into residence through a variety of approaches; including but not limited to, program advertising, social media, committee meetings, etc;
- Establish and maintain a positive rapport with students while maintaining an approachable demeanour;
- Build a strong sense of community through social media engagements, and residence initiatives;
- Participate in council programming wherein yourself and fellow council members provide opportunities to connect the entire residence community together;
- Take part in council-specific committees through meetings, programming, and student engagement;
- Work collaboratively with the Residence Area Coordinators to plan and facilitate large-scale res-wide programming;
- Work collaboratively with the Council team to plan and facilitate committee specific and monthly programming for the Residence community at large;
- Promote and advertise programming through a variety of means including but not limited to social media, posters, etc;

- Under the supervision of the Residence Area Coordinators, provide resources and respond to inquiries submitted through the Residence social media accounts;
- Submit programming budgets and balance expenses through the academic year;
- Attend weekly council meetings as well as bi-weekly area-specific meetings, in addition to regular meetings with the Residence Area Coordinators;
- Maintain an up-to-date knowledge of current and upcoming events as well as share relevant information with the student community;
- Complete reports on a needs-based occurrence including but not limited to monthly reports and programming reports to be submitted to the Residence Area Coordinators;
- Develop and encourage community building with fellow students through programming and student engagement;
- Complete all position expectations as outlined by the Residence Area Coordinators;

**Qualifications:**

- Flexibility in schedule in order to perform duties;
- Ability to communicate effectively with students, teammates and all members of the Residence Services team;
- Passion for media engagement and activities;
- Excellent time management skills;
- Ability to work collaboratively with students and Res Life team members;
- Positive and inclusive in order to effectively communicate with students and develop an established sense of community;
- Strong sense of initiative;
- Creativity for unique, original, and effective programs;
- Attention to detail and strong sense of organizational abilities;
- A passion for leadership and ability to be a team player;
- A positive attitude about the Residence experience as well as Lakehead University;
- Adherence to the Residence code of conduct;
- Demonstrated positive contribution to the Residence community.

**Additional Notes:**

- This is a volunteer-based position that offers an honorarium
- This opportunity offers a co-curricular record credit.