

Internship: CSSHE Communications Intern

Description

The Canadian Society for Studies in Higher Education (CSSHE) seeks a graduate student as an intern for a period of one year (October 2021-September 2022) to assist with the association's communication strategy.

CSSHE is a registered charitable organization, funded through membership fees, subscriptions, donations and a grant from the Social Sciences and Humanities Research Council of Canada whose primary mandate is to promote scholarship related to postsecondary education through publications and scholarly conferences.

The CSSHE internship program offers interns an opportunity to gain hands on experience in coordinating an effective communication strategy for a large national academic society, as well as an opportunity to expand the knowledge and understanding of the field; increase professional networks; and develop one's own professional career pathways in the field.

Responsibilities

As an active member of the communications committee, your responsibilities will include assistance with and support for:

- Maintaining & updating the association website, including overseeing the development of a content plan for the association's blog
- Managing the association's social media platforms: Twitter, Facebook, Vimeo, including developing a content plan for these platforms
- Preparing documents to be 'media-ready' and distributed to the association membership in collaboration with other association committees like the Conference Committee
- Other tasks as needed to support the communications committee and the association's communication needs

It is estimated that the intern may work anywhere from 1 to 2 hours per week in the initial 5-6 month period and up to 12-15 hours per week, closer to the 2022 conference.

Qualifications

Education: current or recent graduate student -Masters or PhD - in higher education or related field of study

Experience: excellent written and oral communication skills, relevant experience in communications, advanced computer skills and familiarity with use of social media.

Special requirements: Multi tasker, goal and team-oriented. Added asset: Bilingual English & French.

Honorarium

The internship is a voluntary position with an honorarium of \$1500. Conference registration fees will also be covered for the intern.

To apply, please send resume and cover letter stating the skills required to: Vicki Squires, Communications Committee Chair at vicki.squires@usask.ca