

Summer Part-Time Work Opportunity

Graduate Recruitment and Marketing Intern

The Department of Electrical and Computer Engineering at Queen's University, in collaboration with *Keystone Education Group*, is in the process of increasing brand visibility and graduate student recruitment for the new **Vector Institute Accredited** Master of Applied Science program with a **Field of Study in Artificial Intelligence**, as well as the range of existing **Master of Engineering, Master of Applied Science, and Doctor of Philosophy** programs.

The department will be hiring one undergraduate or graduate student intern for 8-10 weeks of part-time work (**June-August 2022**) to support the graduate recruitment, website updates, and marketing outreach initiatives of the ECE Graduate programs.

The successful candidate will be working in collaboration with the **Graduate Program Assistant** and the **Chair of Graduate Studies** to develop, update, and implement marketing and communications materials in support of the ECE graduate programs.

Job Summary:

Department: Electrical and Computer Engineering

Duration: 8-10 weeks in the period of June-August 2022

Hours: 60 total hours of work with no more than 10h per week

Salary: \$20/hour + vacation pay

Candidate must be eligible to work in Canada

Role Description:

The successful candidate will be responsible for tasks including, but not limited to:

- Maintaining and updating content on the Keystone Education website page dedicated to Queen's graduate recruitment (adding links to internal resources, student testimonials, etc.).
- Creating a catalogue of existing videos/images showcasing ECE students and faculty
- Selecting the most relevant videos and images and uploading them to the Keystone portal and ECE Graduate Website
- Arranging a "Best Research Photo" prize competition for ECE graduate students
- Updating the ECE Graduate Website In coordination with the web redevelopment team at FEAS
- User-testing the Keystone ECE website and recording feedback

The ideal candidate:

- Has excellent written communication skills
- Is a current upper-year student or graduate student in one of the Queen's FEAS departments
- Is comfortable with using social media, email newsletters, web Content Management Systems, and similar digital media tools.
- Prior experience with event promotion, student outreach, and other marketing and communications related roles is considered an asset.
- Can work independently and follow guidelines with minimal supervision
- Familiarity with the ECE Department, Faculty, and Research areas is considered an asset

To apply for this position, please send your CV and short Cover Letter listing your relevant background to the ECE Chair of Graduate Studies Prof. Yan-Fei Liu yanfei.liu@queensu.ca on or before **July 22nd, 2022**.