

JOB POSTING - SOCIAL MEDIA ASSISTANT

(IN-PERSON POSITION)

12 HOURS/WEEK / 9 WEEKS / \$21.33/HOUR / SEPTEMBER 25-NOVEMBER 28, 2025

Application Deadline: Wednesday, September 10, 2025 at 11:59pm EST

This position is available to registered and continuing students at the University of Guelph. Please send resume and cover letter to outreach@cfpu.ca with the subject line, "F25 Social Media Assistant"

CFRU is a volunteer-driven campus and community radio station and media centre committed to broadcasting high quality, innovative, and entertaining music and spoken word programming. We serve as a distinct alternative to other available radio and media services and provide an ongoing connection between the University campus and the wider community.

Nature and scope:

CFRU's Social Media Assistant will work report to the Marketing & Outreach Director and Operations Coordinator to create guides and tutorials of the CFRU Social Media Lab, assist attendees who have booked out the space, and create short video promotion and posts to be used on the CFRU Instagram, Gryphlife, Discord, etc. The Social Media Assistant should be knowledgeable in technical equipment with a finger on the pulse of social media trends. The Social Media Assistant is expected to assist in the brainstorming of content ideas.

Duties:

Working closely with, and reporting to, CFRU's Marketing & Outreach Director and Operations Coordinator, the Social Media Assistant will:

- Create video tutorials and written guides of how to use the CFRU Social Media Lab
- Assist attendees who have booked out the CFRU Social Media Lab during set times
- Create short video promotion and posts to be used on the CFRU Instagram, Gryphlife, Discord, and other media platforms
- Help brainstorm video and picture content ideas

Objective:

CFRU is a resource for University of Guelph students, providing access to equipment, training, and skills development opportunities. We are also a platform for sharing student voices and perspectives while connecting students to the broader Guelph community through media production, events, and other engaging experiences. We consider this position to be a learning opportunity wherein applicable training and support will be provided throughout the contract term and a review will be conducted in the final week where the student will be encouraged to reflect on skills developed and offer feedback to CFRU Staff.

We are searching for an enthusiastic and professional University of Guelph student with good organisational skills to take a leadership role in this position. The successful candidate will be offered

support where needed. Applicants for this impactful role should be organised, self-motivated, with good communication skills, and an interest in problem-solving.

Qualifications:

- Working knowledge of some media production software (eg. Adobe Audition, Audacity, Ableton, Ocenaudio, Reaper, OBS)
- Proficient with Apple computers
- Social media savvy
- Self-motivated with good time management
- Detail-oriented
- Problem-solving skills
- Good communication skills (verbal and written)
- Highly organised
- Quick learner and able to follow instructions accurately

Eligibility requirements:

- This position is open to domestic and international undergraduate and graduate students registered at the University of Guelph
- International students must be legally eligible to work in Canada

Assets:

- Experience volunteering with CFRU
- Familiar with campus & community radio
- Friendly, enthusiastic, and positive attitude
- Strong multi-tasking skills
- Experience working/volunteering for not-for-profit organisations
- Interest in media, radio broadcasting, content production
- Knowledge of anti-oppressive practices

This is a 12-hour-per-week position for a 9-week term beginning September 25, 2025 and ending November 28, 2025 with a wage of \$21.33 per hour. At least two mandatory in-station days are required while other weekly hours will be flexible and adaptable around classes and other work schedules. The successful applicant for this position will be welcome to re-apply if CFRU offers this position in subsequent semesters. Only current University of Guelph students will be considered. This is not a unionised position.

To apply, please submit your resume, cover letter, and a portfolio of one (1) short video and three (3) social media posts to outreach@cfpu.ca by Wednesday, September 10, 2025 at 11:59pm EST.

For a PDF of this posting, please click [here](#).

CFRU Radio is an employment equity employer. All qualified candidates are welcome. Preferences will be given to and applications are encouraged from all equity-seeking individuals including people living with disabilities, people of colour, Indigenous peoples, women, working class people, queer and/or trans people (an umbrella term recognising many identities outside of the gender binary, including but not limited to: transgender, transsexual, Two-Spirit, genderqueer, gender-fluid, etc.). Please feel free to

complete our Employment Equity Self-Identification Form.