

JOB POSTING - DIGITAL MEDIA ASSISTANT

(IN-PERSON POSITION)

12 HOURS/WEEK / 8 WEEKS / \$21.33/HOUR / FEBRUARY 2-APRIL 2, 2026

Application Deadline: Friday, January 16, 2026 at 11:59pm EST

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 Digital Media Assistant will report to the Marketing & Outreach Director and Operations Coordinator to update guides and tutorials of the CFRU Social Media Lab; assist attendees who have booked out the space; create and host at least two workshops per month on using the CFRU Social Media Lab; make designs for promotional materials; and create short video promotion and posts to be used on the CFRU Instagram, Gryphlife, Discord, etc. The Digital Media Assistant should be knowledgeable in technical equipment with a finger on the pulse of social media trends. The Digital 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 Digital Media Assistant will:

- Assist attendees who have booked out the CFRU Social Media Lab during set times
- Ensure video tutorials have subsequent written guides on how to use equipment in the CFRU Social Media Lab
- Create and host workshops on using the CFRU Social Media Lab
- Create designs for promotional materials
- 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 an 8-week term beginning February 2, 2026 and ending April 2, 2026 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 Friday, January 16, 2026 at 11:59pm EST.