JOB POSTING - CAMPUS OUTREACH ASSISTANT

(IN-PERSON POSITION)

10 HOURS/WEEK / 10 WEEKS / $23/HOUR / JANUARY 11-MARCH 22, 2027

Deadline to apply is Sunday, December 6, 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 Campus Outreach Assistant will assist the Marketing & Outreach Director in engagement activities with University of Guelph students and campus groups. The Campus Outreach Assistant will assist with planned campus events (including general tabling in the University Centre courtyard and College Royal); schedule and conduct class talks throughout the semester; lead station tours (both planned and spontaneous) for people who want to learn more about the station; and engage with student clubs to interview, record meetings, and/or encourage them to create radio content.

Duties:

Working closely with, and reporting to, CFRU's Marketing & Outreach Director, the Campus Outreach Assistant will:

- Connect with professors to conduct short class talks to raise awareness of CFRU volunteer opportunities and available resources
- Lead station tours
- Engage with student clubs to expose possible radio-making collaborations (i.e. conducting interviews and/or encouraging clubs to record some of their events or meetings for broadcast)
- Assist with scheduled on-campus events

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. This position may require some evenings and weekends.

Qualifications:

- Passionate public speaker
- Ability to stick to a script while remaining engaged and enthusiastic
- Have
- Self-motivated with good time management
- Detail-oriented
- Problem-solving skills
- Good communication skills (verbal and written)
- Familiarity with campus groups and colleges
- Ability to adapt to new situations
- Highly organised
- Quick learner and able to follow instructions accurately
- Available some evenings

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 10-hours-per-week position for a 10-week term beginning January 11, 2027 and ending March 22, 2027 with a wage of $23 per hour. Mandatory in-station days will be set by the successful applicant and Marketing & Outreach Director 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.

Interviews will be held December 8-10, 2026. Please note cover letters written with AI will not be accepted.

To apply, please submit your resume and cover letter by Sunday, December 6 at 11:59pm EST.