STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada’s only women’s university providing instruction to over 1,600 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

**Communications, Marketing & External Relations Officer**  
*(Temporary Fulltime contract until approximately July 2020)*  
*(Hourly rate, $31.39 - $37.18 depending on experience)*

Reporting to the Director of Communications & External Relations, the function of the Communications, Marketing and External Relations Officer is to heighten and grow the reputation of the University through a variety of tactics and communication channels.

Keeping the University's Strategic Plan in the forefront, this portfolio includes a great deal of writing, strategy, flexibility, creativity and crisis management support for the Communications & External Relations department and varied departments across the University. This role also assists in advising communications strategies and messaging from the Principal's Office.

The responsibilities of this role include social media management, including but not limited to actively monitoring and populating Brescia's institutional channels, both during and off standard work hours, and media relations through the writing and distributing press releases strategically and managing media pick-up outreach and external relationships. Other duties of this role include script writing and event facilitation, as well as supporting the digital advertising and marketing strategy.

The successful candidate will have extremely strong writing skills, hands-on work managing social media accounts and issues that may arise on social media, as well as experience with marketing strategy, implementation and measurement. Strong communication and social skills, a keen ability to multitask and adapt quickly, and sound project management strength is also required.

The successful candidate will have an undergraduate degree in communications or marketing with a minimum of 3 years experience in communications and marketing preferably in the post-secondary education sector.

For a detailed description of the role, please email bucareer@uwo.ca with your request.

**Please submit a letter of application and resume by 4:00 p.m. on Friday, November 29, 2019, to:**

Brescia University College  
c/o Human Resources  
Email: bucareer@uwo.ca

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at bucareer@uwo.ca.