

**Job Title:** UPEI STUDENT Media Helper

**Job Location:** Around Campus Area

### **Company Background...**

Let's Be FRIENDS...

Grad Media was founded in 1995 at the University of Western Ontario! A group of savvy UWO students came together to benefit their fellow peers with no-cost promotional giveaways and publications. Along the way they realized that both the student body & national/local organizations could become great partners!

The Grad Media team is powered by a great team of people including students and graduates who live and breathe the collegiate lifestyle. We've earned a Masters degree in connecting clients to their target audiences.

### **We are looking for...**

Active students or recent grads with strong communication skills & who are able to communicate the collegiate experience. Seeking Students who are responsible, confident, goal oriented, socially outgoing, hard working, and interested in advertising/media and communications.

### **Media Project Coordinator: Job: HIRING IMMEDIATE – Fall Media Campaigns running.**

- Super flexible local campus media campaigns that can easily mix into a student schedule. Every month we have 1-5 projects open and you can learn all about media, promo events, and social media marketing without interfering with class.
- We have various small and large media based projects that require a student or graduate for assistance with some small logistics. Our immediate project involves delivering samples of our no-cost Dry Erase Planners to around 10 of our local clients/advertisers. They need to receive a few copies and a friendly update on circulation. In addition, we need assistance passing out a few boxes of our Dry Erase Planner boards to popular student outlets and organizations. Pictorial reports and updates are required at the end of each project.
- Administrative duties include the following: providing daily reports, account management, and customer follow-up and service.
- We provide full training and ensure our Coordinator is learning about all areas of account management, campaign development and the world of media and advertising.

**Compensation:** Compensation: \$400 contracts / Hours: average 10-15 hours over week – can do some on weekends if you like– flexible evenings too - \$20/hour – aprox 10 hours per project and can be divided up part time over a week and easily woven into student's schedule.

### **Applicant Requirements:**

- Enrolled in University or college, or recently graduated.
- Strong command of English language.
- Access to telephone and email.
- Access to a vehicle is a major tool, but not required.

### **HOW TO APPLY?**

E-mail resume & Availability this summer (pt or ft - details): [hr@gradmedia.org](mailto:hr@gradmedia.org)