

## **Title: Poster Coordinator**

### **Purpose:**

The purpose of the poster coordinator is to manage the display of print media on the MSVUSU boards, community, and service boards on the MSVU campus. The ultimate goal of the poster coordinator is to ensure that the posters and materials displayed on the boards are relevant, informative, and contribute positively to the MSVU campus community.

### **Job Classification:**

Level 3

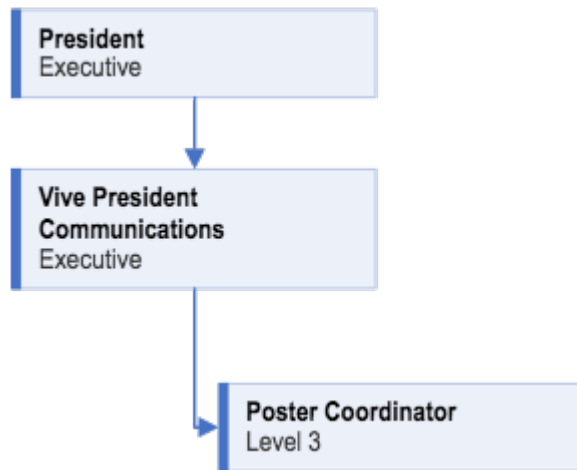
### **Compensation:**

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 12%.

This position is part-time, with a maximum of 5 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### **Reporting and Supervision:**

The poster coordinator reports to the Vice President Communications and may receive direction from the President or General Manager as required.



### **Duties and Responsibilities:**

#### *Essential Duties*

Walk the MSVU campus and change out print material on the MSVUSU boards, community, and service boards weekly.

Ensure MSVUSU and Community Boards are kept up to date, that out-of-date materials are removed, and that unapproved materials are removed.

Ensure MSVUSU and Community Boards are tidy and professional, that materials are not overlapping, and that the materials on all boards adhere to the Poster Guidelines/Policy as applicable.

### *Other Duties*

None

### *Key Responsibilities*

Communicate regularly with the Hub Manager and VP Communications to ensure all MSVUSU materials are posted.

Ensure MSVUSU boards and service boards are designed and maintained in a manner that adheres to MSVUSU branding.

### *Governance and Service*

There are no governance or service responsibilities with this position.

### **Required Qualifications:**

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

#### *Experience*

No experience required.

#### *Knowledge, Skill and Abilities*

Have the ability to stand, walk and reach arms above the shoulder for extended periods.

Be creative and innovative.

#### *Behavioural Competencies*

Ability to work with limited supervision.

Independent and self-motivated.

Excellent communication skills (both oral and written).

Proven time management, organization and multitasking skills.

Integrity and adherence to standards, policy, and procedures.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

### **Preferred Qualifications:**

Experience managing the display of print media.

### **Mental/Physical Effort and Working Conditions:**

The poster coordinator will be walking around the MSVU campus, reaching, bending and stretching to place or remove items from bulletin boards. The campus has several building connected through internal tunnels and pedways, so most walking will be indoors.