Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
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Keewatin, ON P0X 1C0

MULTIMEDIA ASSISTANT

Job ID	61353-3741
Web Address	https://careers.indigenous.link/viewjob?jobname=61353-3741
Company	McMaster University
Location	Hamilton, ON
Date Posted	From: 2024-03-26 To: 2050-01-01
Job	Type: Full-time Category: Education

Description

McMaster University is ranked among the top 80 universities globally and is recognized as Canada’s Most Research Intense University. We serve our community and society by nurturing and supporting the fulfillment of human potential: inspiring creativity and critical thinking, promoting an enduring love of learning and the habit of inquiry, and undertaking innovative research that extends the boundaries and enhances the efficacy of knowledge. We are focused on advancing human and societal health and well-being, working across disciplines to find creative solutions to complex problems, helping to improve people’s lives and build a brighter future for all. As a result, we are consistently recognized as one of the top employers in the Hamilton/Niagara region and have been recognized as one of Canada’s Top Diversity employers for the past 5 years.We are seeking 1 student to join our UTS team for the Spring/Summer term (May to August).The UTS Collaboration and Productivity team delivers seamless cloud services to enable the McMaster Community to expand collaboration, productivity, creativity, and innovation.You will be providing support to both the University Technology Assistant Program team and the CRM project team within UTS. In this role, you will: Review and update existing documentation/resources with current info Assist in the development of project content Assist with end-user training Respond to support queries Job Summary:Provide support in electronic media technologies to create and update content and develop media elements. Accountabilities: Provide support with managing the department or programs content. Update content and complete general content maintenance. Assist in the development of departmental or program media. Utilize graphic design techniques to create various media content. Use specialized software to create and edit graphic images, photography, and videosQualifications:Education: Completed or currently enrolled in a relevant McMaster program.Experience: Experience working with Adobe Creative Suite.Assets: Experience in a customer-facing role providing guidance or advice on a variety of technology tools Excellent written and multimedia communication (Adobe Creative Suite) and presentation skills 2+ year experience using Office 365 products and/ Zoom Self-starter who enjoys learning and continuous improvement Curious nature with a desire to seek new ways of engaging and supporting others in using technology Flexible and adaptable to changing priorities Experience analyzing and supporting AODA (Accessibility for Ontarians with Disability Act) compliance Demonstrated team player

Additional Information:There are several reasons why this job position is a good choice for a forward-thinking, digitally savvy individual: The job is dynamic and exciting – it constantly involves the use/implementation of new tools and platforms. This is a flexible on-campus/remote position. Those who like teaching and helping others learn will find it rewarding. The projects you’ll work on involve information and communication technologies that can be used either remotely or onsite, which means that working in this position can offer significant value and current work experience. This role is team-based. Using inclusive co-design, this team will curate, create and maintain self-learning, upskilling and reskilling resources, maintain/establish Communities of Practice, plan and offer workshops, interview users, organize surveys.

Adherence to both established research and future-thinking will guide the development of the resources and be integral to the offerings.

For more information, visit McMaster University for MULTIMEDIA ASSISTANT