



Position: General Member of the AURA Podcast Working Group

Campus Location: Virtual/Online

Salary: Volunteer Position

Hours: Hours (2 hours biweekly) Thursdays 2:00pm - 4:00pm

Reports to: Marketing and Communications Lead

Term: Fall Term: September - December 2024 (possible extension)

Start Date: September 17th, 2024

Application Deadline: August 29th, 2024 - September 10th, 2024

We are looking for five (5) volunteer members to be a part of AURA's Working Group, Winter Edition, 2024.

General Responsibilities (summary):

- Assist with the delivery of the AURA podcast and help to guide students through creative discussions to explore ideas, suggestions and production projects.
- Review content and submissions with The AURA Working Group, AUSU Communications and Marketing Lead and the Podcast Producer to review submissions, deliberate content plans and episode themes.
- Work closely with the AURA team to develop scripts, shorts, bits and other material for the AURA podcast.
- Advise on the appropriate fit for content and AUSU standards and practices based on the vision, mission and values of the AURA podcast.
- Provide suggestions and improvements for podcast operations, creative processes, submissions, procedures and policies for the AURA podcast.
- Promote AURA projects, events, publications and more.

Other Duties

- Represent the Algoma University Students' Union, AURA, and uphold its values, mission statement, and strategic plan.

Responsibilities include, but are not limited to (list):

- Must be a current Algoma University Student.
- Must have access to a reliable internet connection.
- Comfortable working independently, remotely and/or collaboratively using Zoom, Gmail and other internet services.

(Online) Meeting Schedule 2024:

Thursdays, 2:00pm - 4:00pm

- September 11th-18th: Volunteer Application Review
- September 19th: Onboarding & Episode 1 Planning
- October 3rd: Episode 2 Planning



- October 31st: Episode 3 Planning
- November 14th: Episode 6 Planning
- November 28th: Episode 7 Planning
- December 12th: Final Live Stream

Sounds like a great job for you? Excellent! We look forward to hearing from you! Please note, if you are interested in the position, but you can't commit to fulfilling all of the hours listed above, AUSU is flexible and can accommodate various hours of availability.

Please email your resume and cover letter in one PDF document to AUSU@ausu82.ca by September 10th 2024 at 4:00pm. Please, include the position title in the email subject line.

Our Commitment to equity, diversity and inclusion:

We respect and value the diversity of our people. We strive to create an environment where employees can be themselves and where our differences are celebrated.

AUSU is committed to being accessible and inclusive, and following barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants who require accommodation through any stage of the recruitment process will be accommodated upon request.