



# Student – Communications Intern

Corporate Services Division  
Fall/Winter term

## About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding program in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies, the search for galactic dark matter, life sciences, and quantum computing.

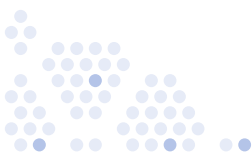
## The Position

Supporting a team in project work and/or communications planning and delivery, the Communications Intern will have the opportunity to work on some or all of the following activities:

- Prepare, edit, and proofread various communication/project documents (e.g. reports, presentations, speaking notes, web content, news releases, social media, etc.).
- Prepare and organize correspondence, perform data entry and word processing functions, and create a variety of documents.
- Support a team in planning, organizing, and coordinating communication and/or project activities (e.g. developing presentations and marketing material, and planning events, tours, etc.).
- Conduct research and perform analysis (i.e. communication reports, presentations, project plans, etc.).
- Work with graphics, web publishing, photo library, and/or project management software.
- Plan, organize, coordinate, and manage daily assigned work.

## Education

Must be 18 years or older, registered in post-secondary studies at an accredited institution or apprenticeship program, recent graduate (having graduated in the last 3-6 months) or individual returning to full-time or part-time studies in the next academic term.



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☎ 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

## Criteria

### Communication and Interpersonal Skills

- You apply your written communication skills to document findings, record data, and prepare a variety of documents (e.g. reports, presentations, web content, social media, etc.).
- You apply your customer service skills and your verbal, written, and active listening communication skills to respond to phone, email, and in-person inquiries, and provide information to internal clients and/or the public.
- You apply your initiative and interpersonal skills to work collaboratively within a multi-disciplinary team.

### Technical Skills and Knowledge

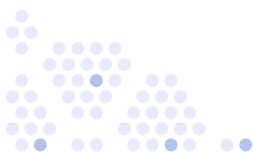
- You apply your experience using Microsoft Office applications, such as Word (word processing) and Excel (spreadsheets), as well as databases, email, and the internet to conduct research and prepare a variety of documents.
- You have knowledge of and/or experience with writing, editing, and proofreading various communication documents.
- You have knowledge of and/or experience with graphics and/or web publishing, and project management software.
- You apply your knowledge and/or experience in photography to create and archive photo and video assets for SNOLAB initiatives.

### Analytical and Organizational Skills

- You use the internet and other sources to gather and aggregate data, analyze and input data findings, and summarize information.
- You input data accurately and generate reports, paying close attention to detail.
- You apply your planning and organizational skills to collect, organize, review, and verify information/data through review of files, reports, and other means.
- You apply your planning, coordination, and time management skills to support multiple projects and plan, coordinate, and schedule a range of activities, ensuring deadlines are met.
- You work independently or as part of a team; you plan, organize, and prioritize your work to meet competing deadlines.

## Salary Range

Salary will be determined by education and qualifications, and based on a 40-hour work week. These positions are subject to availability of funding. Some evening or weekend work may be necessary.



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## To Apply

Please email a cover letter, resume, and at least three samples of work in a PDF format to [Michael.Whitehouse@snolab.ca](mailto:Michael.Whitehouse@snolab.ca)

Four-month work term is early September 2023 to the end of December 2023.

**Deadline to Apply: June 9, 2023**

Posting Date: May 19, 2023

The posting will remain open until the position is filled, but review of applications will commence June 12, 2023.

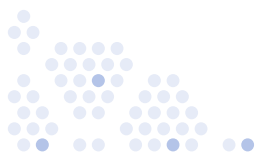
SNOLAB thanks all applicants for their interest, however, only those students considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourages applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca).



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