DO YOU HAVE COMPUTER SKILLS?
DO YOU LIKE WEBPAGE DESIGN?

IF YES,
CONSIDER A WORK STUDY PROJECT
SPONSORED BY THE DEPARTMENT OF
HISPANIC & ITALIAN STUDIES:

DATE OF POSITION: September 2017 - April 2018

Title: Web/Promotions/Department Assistant
Supervisor: Dr. B. de Alba-Koch

The applicant will assist with various duties in the department such as assisting with the annual Reading Room inventory, posting posters on campus, etc. The applicant will also assist in managing and updating the Departmental website as well as personal webpages. He/she will also be involved in managing outreach platforms such as the Department’s Facebook and Twitter accounts, on-line research, and promotional materials.

Applicants should have a working knowledge of common programs and software to build websites, as well as familiarity with web-browsers. Knowledge of Spanish would be an asset, but is not essential.

Salary: $12.00/hr [CUPE 951 rate] + $5.45/hr top-up

Application Procedure:
Eligible students can apply on-line through Student Awards & Financial Aid:
http://www.uvic.ca/registrar/safa/work-study/apply/index.php Once authorization has been approved, submit a cover letter and resume in person to Dr. Beatriz de Alba-Koch, Cle B441.

Further details are available from Student Awards and Financial Aid Services, University Centre, Room A202.