

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: OIAP1 - Events and Website Content Assistant

DEPARTMENT NAME: Office of Interdisciplinary Academic Programs

CONTACT NAME: Michael Webb - Director

JOB DESCRIPTION:

This position requires an enthusiastic individual to work collaboratively with the Director and staff of the Office, and with the programs overseen by the Office, to support and promote the activities and websites of these interdisciplinary programs. The successful candidate will assist with organizing and publicizing events (conferences, visiting speakers, receptions) and with generating content (written and multimedia) for interdisciplinary program websites.

QUALIFICATIONS:

Excellent written and verbal communication skills
Excellent organizational skills and the ability to meet deadlines
Familiarity with UVic' s Interdisciplinary programs
Experience in organizing campus events
Skills and experience with digital photography and video
Experience in communications and website content management an asset

JOB LOCATION ON-CAMPUS: Cornett B 136 Office of Interdisciplinary Academic programs

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$ 3.00 per hour

HOURS AVAILABLE: 200

HOW TO APPLY:

email a cover letter, resume, and the names of two referees to:

Dr. Michael Webb

Director, Interdisciplinary Academic Programs

idpassis@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>