

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: RCSD2 – Multimedia Project Assistant
Learning Assistance Program

DEPARTMENT NAME: Resource Centre for Students with a Disability (RCSD)

CONTACT NAME: Rowan Shaw

JOB DESCRIPTION:

The role of the Multimedia Projects Assistant, Learning Assistance Program, helps build the online and on-campus presence of the UVic Learning Assistance Program (LAP). The LAP offers free and fee-based academic success programming to UVic students. The Multimedia Project Assistant position provides opportunity to practice multimedia creation skills within a team of Student Affairs professionals dedicated to student success. The work study supervisor will endeavor to match project tasks with the career/learning objectives of the successful applicant.

Duties will include producing visually compelling, audience appropriate multimedia content (e.g. graphic and poster design, audio/video content) and basic blog / website management.

QUALIFICATIONS:

- Demonstrated ability to use software available on-campus (i.e. Adobe Creative Suite, various video editing software, etc.) for a wide variety of projects and project types: audio and video production, graphics for print, web, social media
- Work collaboratively and responsively with the LAP team to meet project objectives
- Ability to plan and schedule projects to ensure timelines are met
- Detail oriented
- Professional, friendly and enthusiastic
- Proficient in MS Office Suite, including Excel

JOB LOCATION ON-CAMPUS: Campus Services Building, Room 150

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

HOURS AVAILABLE: 80

HOW TO APPLY: Resume and cover letter to learning@uvic.ca

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