

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: UCAM5 – Communications Assistant 4/4

DEPARTMENT NAME: University Communications + Marketing

CONTACT NAME: Dorothy Eggenberger

JOB DESCRIPTION:

Learn what happens behind the scenes at UVic Communications + Marketing by joining our student communications team. You'll gain professional experience in digital communications that could include publications and blog writing, social media, website editing, photography or videography. This is an on-campus job. We will work around your class schedule.

The position will be tailored to suit the skills you bring to the table with a chance to learn new ones. Bring your creative ideas to promote UVic's reputation!

QUALIFICATIONS:

Excellent written and oral communications skills. The ability to work independently and exercise good judgement. Detail oriented. Research skills.

Communications skills that could include:

- Photography and photo editing (smartphone and DSLR)
- Videography and video editing (smartphone)
- Writing and proofing (blog posts, web content, social media posts, Ring articles)
- Social media monitoring and analytics
- Website maintenance / experience with CMS and basic HTML
- Web analytics
- Events coverage

JOB LOCATION ON-CAMPUS: Sedgewick C149

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 100

HOW TO APPLY: please email resume and cover letter: ucam2@uvic.ca

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