



UNIVERSITY OF VICTORIA POSTING

The Department / School of	English	has	1	positions. ^{1,2}
APPOINTMENT, From:	Jun-23	To:	Sep-23	
TOTAL HOURS:	60 @ \$27.65/hour	AVERAGE WEEKLY HOURS:	variable	
POSITION TITLE:	Professional Communication Senior Promotions Assistant			
SUMMARY OF DUTIES AND RESPONSIBILITIES: The Professional Communication minor is seeking a Research Assistant to support the LTSI Experiential Learning Fund project entitled "Integration of Community-Engaged Learning Frameworks and Community Partnerships into an Expanded Professional Communication Curriculum." The Research Assistant will work in consultation with the Professional Communication Adviser to implement Community-Engaged Learning (CEL) frameworks into courses and facilitate community partnerships. Duties include: conduct environmental scan of experiential learning initiatives in BC communication programs; develop initial criteria for partnerships; assist in identifying prospective community partners; coordinate meetings or forums with community partners; create social media content to promote partnerships; assist instructors in developing assessment tools; prepare reports and informational materials. Most of the work is to be completed in the summer with some hours to be completed at the start of the Fall term as needed. This posting is open to graduate students in the Faculty of Humanities.				
REQUIRED QUALIFICATIONS AND EXPERIENCE: Excellent communication, writing, editing, research and interpersonal skills. Experience with social media communication and/or event coordination is also an asset. Prior knowledge of CEL principles is an asset. Must check e-mail account regularly. Most meetings and work can be done remotely but some on-campus work may be required.				
HOW TO APPLY: Please send an updated CV and one-page cover letter to the Professional Communication Adviser, Dr. Rebecca Halliday, at pcadviser@uvic.ca . Interviews will be conducted in early June.				
SUBMISSION DEADLINE: Friday, May 26				
IT IS ANTICIPATED FINAL EMPLOYMENT DECISION WILL BE MADE BY: Friday, June 9				

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities and aboriginal persons.