



UNIVERSITY OF VICTORIA POSTING

The Department / School of	English	has	1	positions. ^{1,2}
APPOINTMENT, From:	Jun-23	To:	Sep-23	
TOTAL HOURS:	100 @ \$28.87/hour	AVERAGE WEEKLY HOURS:	variable	
POSITION TITLE:	Professional Communication Senior Promotions Assistant			
SUMMARY OF DUTIES AND RESPONSIBILITIES: The Professional Communication Adviser is seeking a Senior Assistant to assist in the promotion of the Professional Communication minor, in particular the new courses to be offered in 2023-24. Duties include: to design electronic posters to promote Professional Communication courses on social media (Instagram and Twitter) and on campus Digicasters; to coordinate a photo shoot with Professional Communication students to create content for printed collateral (brochures, cards, etc.) and for social media; and to update copy on the Professional Communication section of the English Department website. There may be some collaboration with a Research Assistant hired to support the integration of community partnerships into the Professional Communication minor. Most of the work is to be completed in the summer with a few hours to be completed at the start of the Fall term. 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, graphic design, photography and/or event coordination is also an asset. Prior knowledge of the Professional Communication minor is an asset but not required. 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.