

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE Other

Vetted By: _____ Date: _____

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JOB TITLE: MEDI2 - Research and Social Media Assistant

DEPARTMENT NAME: Medieval Studies

CONTACT NAME: H el ene Czaes

JOB DESCRIPTION:

The assistant will do research and gather materials to be used to generate a 'student newsletter' as well as communicate upcoming events/activities in the Medieval Studies Program, the Uvic community and the local Greater Victoria area. The assistant's main tasks will be to gather relevant, accurate information from reliable sources on assigned topics related to medieval material culture and to present this information in properly documented written form for the use of students and community visitors.

QUALIFICATIONS:

Experience in research (information gathering and sorting), bibliographic skills, attention to detail, excellent writing skills. Some undergraduate courses in Medieval Studies, ideally with some background in medieval books and/or manuscripts.

JOB LOCATION ON-CAMPUS: Clearihue D264

WORK STUDY WAGE: \$11.00

HOURS AVAILABLE: 200

HOW TO APPLY: Email application and resume to:
Attention: Dr. H el ene Czaes, Director, Medieval Studies
dirmedi@uvic.ca