



**University
of Victoria**

Libraries

CASUAL WORK – JOB OPPORTUNITY

Type of work: Casual work (for up to 7 hours per week)

Hiring period: Sept 2025 – March 2026

Department: UVic Libraries

Supervisor: Lisa Abram, Communications Officer (she/her)

JOB DESCRIPTION

This year, are you looking to:

- Discover free academic resources and support?
- Boost your skills with Excel workshops and time-saving citation tools?
- Uncover the best study spots on campus?
- Share your knowledge with fellow students?
- Help us understand what students need most from the library?
- Earn while you learn?

Join UVic Libraries' paid Student Ambassador (SAM) team! We're looking for diverse voices to help shape the future of campus support services. This role offers flexible hours, valuable experience, and a chance to build your academic and professional skills.

SAMs do engagement and communication work, share library news and information with students and gather their feedback and input. We're looking for students from all backgrounds, whether you use the library a lot, a little, or not at all. Your perspective matters!

Some examples of work you could do as a SAM:

- Create and post content to the UVic Libraries social media channels and newsletters, based on assignments promoting library services, resources and events

- Give your input on our existing student engagement materials like slides, handouts, and surveys
- Help represent the Libraries to students at events like student orientations, Explore UVic, and Club & Course Union Days
- Help us deliver surveys and assessments to improve our services

The ideal SAM is:

- A current UVic student in good academic standing
- Not already a social media ambassador for other UVic-related channels (faculty, program, etc.)
- Able to work independently and collaboratively
- Able to commit to approx. 5 hours per week of the regular academic year (Sep-March, hours can fluctuate with your academic schedule)
- Available to meet remotely or in person with supervisors and/or team members, and able to do a mix of remote and on-campus work duties
- Able to use their own computer, smart phone, or other equipment to create content
- If SAMs have public personal social media platforms, they should reflect conduct that respects the non-academic misconduct policy, UVic harassment and discrimination policy and all other relevant UVic policies.

And we're particularly looking for these skills and interests (you don't need them all!):

- Existing digital media skills including experience with videography and photography in a social media context
- Coursework, work experience, or interest in designing and delivering engagement and consultation activities like surveys and questionnaires
- Coursework, work experience, or interest in the fields of communication, user consultation, or marketing

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek SAMs who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups deserving equity. [Read our full equity statement.](#)

The SAMs report to the Communications Officer but work with staff across the Libraries. They can do independent content creation work with guidance from the Communication Officer and more

collaborative engagement work. Each SAM's work will be tailored to their skills, talent, and interests.

COMPENSATION & TIME COMMITMENT

Each SAM will be compensated \$27.00 per hour. We anticipate hiring SAMs for approx. 5 hours of work per week or less, depending on your availability and the time of the term.

Social media assignments are usually given a deadline and you complete the work on your own timeline without any on-campus presence. Engagement assignments usually happen on specific dates that will be shared well in advance, and require some on-campus presence.

HOW TO APPLY

Review the requirements below and apply by e-mail to libadminel@uvic.ca. The posting remain open until filled but hiring may begin as early as August 29, 2025.

Applications should include:

- A cover letter outlining your related work or study experience and why you think you would make a great SAM
- A sample of any creative digital, social media, or engagement work that shows your strengths for a SAM position
- A brief resume that tells us what you have done, are currently doing, and what your interests and skills are
- Your public social media handles if you have any

We'll review all the applications we receive, but we'll only be in touch with candidates we want to invite to a follow-up interview.

If you have any questions, please contact:

UVic Libraries Engagement and Learning

libadminel@uvic.ca