2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENGL2 English Department Communication Assistant
EMPLOYEE GROUP: CUPE
DEPARTMENT NAME: ENGL
CONTACT NAME: Mary Elizabeth Leighton

JOB DESCRIPTION:

The English Department Communication Assistant will be responsible for assisting the English Department Communication Committee to brainstorm, organize, and publicize English Department events; to design electronic posters for and promote English courses on social media (Facebook, Twitter); to research and write stories about students’ and graduates’ achievements for social media and the department web site; to help set up and maintain English Department Instagram and LinkedIn accounts; to help edit the department web site; to help organize outreach events at local high schools and elsewhere; and to liaise with English Department student organizations, among other tasks.

QUALIFICATIONS:

As a valuable part of the English Department Communication team, you will need to communicate professionally and enthusiastically about our English programs. You must therefore have excellent communication, writing, and editing skills. Experience with social media communication and event organization are also assets, as is knowledge of English Department programs and courses.

JOB LOCATION ON-CAMPUS: Clearihue/English Department
WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)
HOURS AVAILABLE: 50
HOW TO APPLY: Please email a brief resumé and cover letter to Dr. Mary Elizabeth Leighton <mleighto@uvic.ca>

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php