2021/2022 WORK STUDY PROGRAM
ATWP Kelly 1

JOB TITLE: ATWP1 Online Communications Assistant

DEPARTMENT NAME: Academic and Technical Writing Program
Faculty of Humanities

CONTACT NAME: Erin E. Kelly (Director)

JOB DESCRIPTION:

The Academic and Technical Writing Program (https://www.uvic.ca/humanities/atwp/index.php) delivers the most popular courses on campus that fulfill and relate to the university’s Academic Writing Requirement (AWR), including ATWP 101 (Fundamentals of Academic Literacy), ATWP 135 (Academic Reading and Writing), and ENGR 110 (Design and Communication 1). So that all students enrolled in these courses benefit from their AWR experience, our courses not only help students develop academic reading, writing, and research skills but also offer instruction in how to be a successful university student.

The director seeks a work-study student to help create, manage, and contribute to maintaining and updating the program website as well as to crafting and disseminating effective online documents (blog posts, web pages, tweets, etc.) that reach varied audiences.

QUALIFICATIONS:

Required:
- Excellent written and oral communication skills
- Well-developed interpersonal skills
- Professionalism

Desirable:
- Experience with UVic’s Online Academic Community (https://onlineacademiccommunity.uvic.ca/) platform and/or with WordPress blogging software
- Public relations and/or professional writing experience
- Training in digital media communications

JOB LOCATION ON-CAMPUS: Clearihue D223

(Note: It will be possible to complete most work remotely and conduct meetings via Zoom)

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY:

Please send to atwpdir@uvic.ca (1) an email message describing your interest in and qualifications for this position and (2) a recent CV/resume

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