2020/2021 WORK STUDY PROGRAM
JOB POSTING

JOB TITLE: ATWP1 - Social Media Communications Assistant
Academic and Technical Writing Program

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 a new social media project that provides students with advice and support for their academic endeavours, especially for their academic writing. The successful candidate will help to craft and disseminate effective documents (blog posts, web pages, 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: Work remotely; regular meetings via Zoom

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 150 hours

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