2020/2021 WORK STUDY PROGRAM
JOB POSTING

JOB TITLE: BUSI4 – Office Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: GSB International

CONTACT NAME: Elsa Yan

JOB DESCRIPTION:

• Assist in developing creative marketing campaigns to promote exchange or international student recruitment including
  ▪ videos,
  ▪ print materials,
  ▪ social media campaigns
  ▪ PowerPoint presentations
• Assist in promoting and organizing events & workshops
• Assist in general office administration, where duties may include the following:
  o Updating paperwork, maintaining documents and word processing.
  o Perform general office clerk duties and errands.
  o Create, maintain, and enter information into databases.
  o Help organize and maintain office common areas
  o Manage and organize filing systems

QUALIFICATIONS:

• Participated in an overseas academic exchange or co-op would be preferred
• Previous experience working in an office
• Excellent interpersonal communication skills, written and oral
• Ability to exercise high level of confidentiality
• Ability to exercise high level of tact and diplomacy regarding culturally sensitive matters
• Excellent computer skills, including MS word, Excel, PowerPoint, video production software (iMovie, Camtasia, etc)
• Excellent knowledge of social media platforms (Facebook, Instagram, Twitter, etc.)
• Ability to work in a fast paced environment with multiple deadlines
• Experience with Photoshop, InDesign,
• Experience with event planning

JOB LOCATION ON-CAMPUS: GSB International General Office, BEC280

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

HOURS AVAILABLE: 240 hours

HOW TO APPLY: email cover letter and resume to: Daniela Hinojosa gsbinternational@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php