2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFAL2 – Communications Assistant, Learning Assistance

DEPARTMENT NAME: Centre for Accessible Learning (CFAL)

CONTACT NAME: Patricia Minor

JOB DESCRIPTION:

The UVic Learning Assistance Program (LAP) is looking for a Communications Assistant to help us manage our digital presence. The Communications Assistant will help create content calendars, and content with a focus on short videos, and blog posts. They will also monitor social media channels and support strategic campaigns to boost awareness of, and engagement with, the LAP.

The LAP offers free and fee-based academic success programming to UVic students. Working with a team of Student Affairs professionals, the Communications Assistant will apply their social media and communications experience to communicating the scope and breadth of the LAP’s services.

Duties also include applying best practices in accessibility to LAP digital content, and basic social media & blog management. When creating content, this position will provide rationale for their creative recommendations while accepting direction and integrating alteration requests.

QUALIFICATIONS:

• Experience with a range of communications projects including blogs, and social media platforms
• Experience communicating with different audiences
• Ability to plan and schedule projects to ensure timelines are met
• Professional, friendly and enthusiastic
• Ability to use software available at UVic (i.e. Adobe Creative Suite, video editing software, social media, etc.) for a wide variety of project types: audio and video production, graphics for print, web, social media
• Experience working collaboratively and responsively in a team setting to meet project objectives

JOB LOCATION ON-CAMPUS: Campus Services Building, Room 150 (Note: due to COVID-19, this position will be largely or entirely working remotely for Sept-Dec, with work location for the Jan-Apr. term to be determined based on health advisories.

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

HOURS AVAILABLE: 340

HOW TO APPLY:

Resume and cover letter to learning@uvic.ca. Applicants may also submit a sample of digital communications content they’ve created.

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