

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFGS1 - Communications and Events Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: CFGS

CONTACT NAME: Jodie Walsh

JOB DESCRIPTION:

The Centre for Global Studies is seeking a highly organized and computer savvy communications & events assistant to work in a busy office environment. This position requires the successful applicant to be an active member of the office community and assist with various lectures, events, and general administrative office duties as needed.

WEBSITE & COMMUNICATIONS: This position requires the maintenance, and updating of contacts lists (Connect, MailChimp), assisting with weekly newsletter (writing short news items), as well as helping with regular website updates (Cascade CMC) and social media updates (Hootsuite, Facebook, Twitter, LinkedIn).

EVENT SUPPORT: The CFGS has a regular event schedule. The position requires a variety of event support duties including making posters, emailing invitations, collecting RSVPs, and assisting with set up and clean up on event day where needed and as COVID-19 protocols allow for.

EVENT & PUBLICATION TRACKING: This position requires ongoing tracking of all CFGS events and publications. The successful applicant will be responsible for updating spreadsheets with events, publications, and media highlights.

Hours of work will be flexible and may vary from week to week. The student will be supervised by the CFGS Operations Director.

QUALIFICATIONS:

The successful candidate should be flexible, have excellent writing skills, and impeccable organizational skills. We are looking for someone who has a collaborative working style, yet able to work independently when required, and who can communicate effectively and professionally with colleagues on campus as well as international scholars. Experience with Microsoft Office Suite, Connect, Cascade, Mailchimp, social media platforms and event management will be considered an asset.

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>

An interest and/or background in global studies must be demonstrated. Preference will be given to students with full hours. However, this position may be split between more than one student and tasks divided according to ability and need.

JOB LOCATION ON-CAMPUS: Sedgewick C173

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$1.50/hour

HOURS AVAILABLE: 169

HOW TO APPLY: Please send cover letter and resume addressed to CFGS Director, Oliver Schmidtke, c/o Kayla Klym (cfgs@uvic.ca). Please add "**CFGS workstudy position 2022-23**" in your subject line of your email.