

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFYS3 – Social Media Assistant

DEPARTMENT NAME: Centre for Youth and Society

CONTACT NAME: Dr. Frederick Grouzet

JOB DESCRIPTION:

The Social Media Assistant will generate and distribute news and updates on the Centre's social media pages, website, YouTube channel, bi-weekly e-newsletter, and seasonal newsletter. The role will also involve producing written materials and digital templates for CFYS newsletters, reports and posters. The focus will be to advertise and communicate the Centre's functions, research and related opportunities to the greater community of students, researchers and community partners.

QUALIFICATIONS:

- Professional experience with social media platforms such as Facebook, Twitter and Instagram
- Strong working knowledge of WordPress, Adobe Illustrator, InDesign and Photoshop
- Excellent organizational and time management skills
- Excellent written communication skills
- Knowledge of Microsoft Word, Excel and PowerPoint
- Ability to work independently and with teams, to adjust to shifting priorities and meet deadlines
- Experience in creating and editing video content

JOB LOCATION ON-CAMPUS: University House 3

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

DEPARTMENT TOP UP: \$2.00/hour

HOURS AVAILABLE: 55

HOW TO APPLY: Please send cover letter, resume and a copy of your transcript by email to cfysassistant@uvic.ca
Please use "**Work Study Application – CFYS – Social Media Assistant**" as the subject line

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>