2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CSRS1 – Digital Media and Events Assistant

DEPARTMENT NAME: Centre for Studies in Religion and Society

CONTACT NAME: Rachel Brown (Program Coordinator)

JOB DESCRIPTION:

The CSRS requires a creative and self-directed individual to assist with digitally publicizing, recording, and archiving CSRS lectures/events and updating the CSRS website. The assistant will:

- Assist staff with weekly public lectures, including room setup/clean up (open and add/remove posters on doors, laptop/projector/audio setup/take-down, provide paper copies of lecture info in the room, assisting with lapel mic set-up), setup/take-down procedures, monitoring virtual audience, and similar related duties (counting the number of attendees); In light of Covid-19 restrictions, many of these tasks may be adjusted to support a fully virtual lecture series;
- Digitally record and edit (editing includes basic start/stop of both audio and video recording) weekly public lectures;
- Upload digital audio files to the SoundCloud site and/or upload digital video files to Vimeo weekly;
- Work with the Administrative Assistant to update the CSRS website using the Cascade system (the completion of at least level 1 Cascade training may be needed at an early stage of the work study);
- Assist Program Coordinator with digital communications work when needed, including producing and editing social media content and the CSRS podcast;
- Assist CSRS staff with other research and events related tasks as needed.

QUALIFICATIONS:

The successful candidate will be a confident technology user with demonstrated knowledge of digital audio and video recording and editing techniques, and file transfer protocols (the ability to upload files to cloud-based content management systems such as SoundCloud and Vimeo). The position requires the work-study student to be responsive, punctual, organized, a creative problem-solver, and able to work cordially and professionally with staff, faculty, and visiting scholars and lecturers.

The preferred candidate will be a student with an interest in learning about scholarly, social, and political aspects of religion.

JOB LOCATION ON-CAMPUS: At home or Sedgewick B102 (when the office is open), other lecture sites on campus (rare potential for off campus events).

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
WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $4.00

HOURS AVAILABLE: 120

Must be available Thursdays 4:00 - 6:00 pm for the weekly public lectures series. Hours are otherwise flexible and self-directed.

HOW TO APPLY: Please email your cover letter and CV to the CSRS Administrative Assistant at csrs@uvic.ca. Please indicate “work-study application” in the email subject line.