JOB POSTING

JOB TITLE: CSRS1 – Digital Media Assistant

EMPLOYEE GROUP: CUPE

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, 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 recording) weekly public lectures;
- Upload digital audio files to the SoundCloud site 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.

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 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: Sedgewick B102 (when the office is open), other lecture sites on campus (rare potential for off campus events).

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

DEPARTMENT TOP UP: $4.00

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
HOURS AVAILABLE: 150

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.