JOB TITLE: ECON2 – International Communications Liaison

DEPARTMENT NAME: Economics

CONTACT NAME: Lisa Pender

JOB DESCRIPTION:

The Department of Economics aims to support international student success by building awareness and participation in a variety of peer tutoring, mentorship, writing support, experiential learning, professional development, and social activities. The International Communications Liaison will contribute to this initiative in the following ways:

1. Prepare announcements for Economics social media (including WeChat) and student newsletter.
2. Coordinate brief in-class presentations.
3. Collect and take photos (with permission) and collect testimonials from students who have participated in the programs and activities described above.
4. Conduct undergraduate and graduate student surveys online and in person and summarize results.

This position may be shared between two students who will collaborate to develop communication materials for Economics students.

QUALIFICATIONS:

The ideal candidate will be familiar with Economics programs, social media including WeChat, and UVic student programs and services. This position requires strong intercultural communication skills, enthusiasm, creativity, and attention to detail. Fluency in Mandarin is an asset but not required.

JOB LOCATION ON-CAMPUS: BEC 3rd floor

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP:

HOURS AVAILABLE: 160

HOW TO APPLY: Cover letter and resume to Lisa Pender, International Officer, Social Sciences soscinternational@uvic.ca or hard copy delivered to BEC 394.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php