

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: EDUC1 - Social Media Assistant

DEPARTMENT NAME: Faculty of Education – Dean’s Office

CONTACT NAME: Michelle Butterfield, Digital Media Officer

JOB DESCRIPTION:

Do you spend way too much time on TikTok and Instagram? Are you an outgoing person who loves meeting new people? Do you love taking photos and videos and creating social posts?

This position will assist the Digital Media Officer in maintaining the UVic Faculty of Education’s main social media accounts. We will develop your specific projects together according to your strengths. Sample projects include: shooting and editing video for social media, creating Instagram Reels and TikTok posts, interviewing students for social posts, or taking photos at an event. This position requires approximately 6 hours per week and offers a very flexible schedule.

QUALIFICATIONS:

Very comfortable using Instagram and TikTok, both content creation and community management. Experience taking photos & videos with a smart phone. The ability to work independently and exercise good judgment. Strong writing skills an asset.

JOB LOCATION ON-CAMPUS: MAC A362 or remote with on-campus meetings as required

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

DEPARTMENT TOP UP: \$1.50/hour

HOURS AVAILABLE: 100 hours (approx. 6 hours per week)

HOW TO APPLY: Please email a resume and cover letter to edcom@uvic.ca

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>