WORK STUDY JOB POSTING

JOB TITLE: EDUC3 – Social Media & Writing Assistant

DEPARTMENT NAME: Faculty of Education

CONTACT NAME: Julie Rémy

JOB DESCRIPTION:
Do you spend way too much time on Instagram, YouTube, Facebook and Twitter? Do you love to fine-tune content, look for the latest #hashtag, write stories, meet new people and engage on social media?

This position will assist the Faculty of Education’s Communications Officer in contributing engaging stories on the faculty website, on social media and develop campaigns for the faculty that works for students and prospective students. We will develop specific projects together according to your strengths. Sample projects include: Interviewing students, writing articles and being creative in engaging with audiences. You will also research new social media ideas & provide feedback, look into analytics and ways to improve our engagement with several audiences. You will be assigned some administrative tasks relating to social media management. Very flexible schedule. Most of it can be done off campus.

QUALIFICATIONS:
Very high level of comfort with popular social media platforms. Excellent written communications skills for marketing and engaging. Experience creating material for social media and writing articles. The ability to work independently and exercise good judgment.

JOB LOCATION ON-CAMPUS: Faculty of Education, MacLaurin Bldg.

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

DEPARTMENT TOP UP: $ 2.50

HOURS AVAILABLE: 100

HOW TO APPLY:
Cover letter and resume via email to Julie Rémy (Communications Officer) at edcom@uvic.ca. Please include any samples of social media accounts you’ve worked on (personal, clubs, volunteer, etc).

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