

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENGL1 - Communications Officer / Scholarly Event Planner

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: English

CONTACT NAME: Sheila Rabillard

JOB DESCRIPTION:

Forum for Your Ideas (FYI) is a lively discussion series showcasing the interesting and innovative work happening-- by students, sessional instructors, postdocs, and faculty-- in UVic's English Department. FYI typically meets six or seven times during the academic year (September-April), and most sessions last about two hours and include two speakers. Some special FYI sessions involve six or seven speakers offering shorter presentations.

The Communications Officer / Scholarly Event Planner will support the FYI Committee in the following ways: brainstorming about FYI session ideas; tactfully communicating with FYI speakers by email, phone, or in person; arranging and booking the session venues; collaborating with English Department office staff to ensure the FYI section of the department website is up-to-date and that events are properly advertised and added to departmental calendars; designing posters (using PowerPoint and possibly Photoshop); advertising the events by distributing posters around the department and on various email lists; doing social media (adding events to various departmental facebook pages, Instagram, and via twitter); taking photographs and live-tweeting or live streaming during sessions; organizing the venue space for presentations; troubleshooting audio-video technology for presenters; preparing coffee, tea, and snacks and tidying up (arranging furniture, washing dishes, etc.) on session days.

****For 2022/23, we plan to host face-to-face FYI events****

This position provides excellent experience in scholarly event planning and an opportunity to learn the appropriate protocols for using social media in a scholarly setting.

QUALIFICATIONS:

Excellent time management and organizational skills

Excellent tact and communication skills

Ability to work independently as well as with a collegial team

Good computer literacy and a willingness to learn (ability to work with various social media platforms, including Twitter and Facebook)

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>

An eye for detail and for poster design (ideally, experience with PowerPoint or Canva poster design)
Enthusiasm for promoting the work of English Department members
No prior event planning experience is required. We will provide on-the-job training.

JOB LOCATION ON-CAMPUS: Department of English

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

HOURS AVAILABLE: 100

HOW TO APPLY: Send an e-mail with your resume and a cover letter outlining your current role and involvement in the English Department (e.g., what degree you're doing; any committees you're on, etc.) and why you would like this job, to FYI Organizing Committee Member, Dr. Sheila Rabillard rabillar@uvic.ca