**JOB TITLE:** ENGL3 - Communications Officer / Scholarly Event Planner  

**DEPARTMENT NAME:** English  

**CONTACT NAME:** FYI Committee Chair (TBA) or Alexandra Martin  

**JOB DESCRIPTION:**

*Forum for Your Ideas* (FYI) is a convivial discussion series showcasing the interesting and innovative work happening-- by students, sessionals, 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 software such as PowerPoint, Canva, or Photoshop); advertising the events by distributing posters around the department and university and on various email lists; doing social media (adding events to various departmental facebook pages and via twitter); taking photographs and live-tweeting 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.

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  
An eye for detail and for poster design (ideally, experience with PowerPoint, Canva, and/or PhotoShop)  
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:** English Department

Applicants must be eligible for Work Study Program  
For details go to: [http://www.uvic.ca/registrar/safa/work-study/index.php](http://www.uvic.ca/registrar/safa/work-study/index.php)
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WORK STUDY WAGE: $14.50/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 the English Department Reception (englreception@uvic.ca). Please put “FYI Committee Work Study Application” in the subject line.