2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENGL3 - Communications Officer / Scholarly Event Planner

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: English

CONTACT NAME: Rebecca Gagan

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 Co-Directors 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 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.

**For the fall 2020 FYI series (and possibly Spring 2021), FYI events will be online and so the Communications Officer will work to coordinate and help facilitate a new online format for FYI**

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 poster design 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 TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
WORK STUDY WAGE: $15.50/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, Rebecca Gagan (rmgagan@uvic.ca).

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