JOB TITLE: ENVI1 - Undergraduate Communications & Events Support

DEPARTMENT NAME: Environmental Studies

CONTACT NAME: Ryan Hilperts, ryzome@uvic.ca

JOB DESCRIPTION:
This position will be responsible for assisting the School’s Senior Academic Coordinator of Undergraduate Experience through 1) in-person outreach to ES Majors and Minors (coordinating focus groups, planning weekly and semester long events and activities to engage undergraduates); 2) managing and publishing a bi-weekly newsletter for the ES Undergraduate Community; and 3) Managing ES undergraduate social media accounts.

QUALIFICATIONS:
Applicants should have a strong interest in Environmental Studies (preference given to ES Majors and Minors), good oral and written communication skills, interest in event coordination, community engagement and digital communications and excellent time management skills. Independent and collaborative work are both required of this position.

JOB LOCATION ON-CAMPUS: DTB B262

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

DEPARTMENT TOP UP: $ 4/hour

HOURS AVAILABLE: 100

HOW TO APPLY: Please submit a resume and cover letter to: Ryan Hilperts <ryzome@uvic.ca>

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