JOB TITLE: FREN2 - Communication and Recruiting Assistant (French)

DEPARTMENT NAME: Department of French

CONTACT NAME: Catherine Caws

JOB DESCRIPTION:
The communication and recruitment assistant will work with the Department of French to develop strategies to promote the Departmental activities on social media platforms. In addition, the communication and recruitment assistance will visit High school in the Greater Victoria in order to promote the programs offered in French at UVic to potential future students and explain the advantage of doing a program in French at the University of Victoria.

QUALIFICATIONS:
The qualified candidate should be a native or near-native of French (fluency in both oral and written French) and demonstrates all or most of the following skills:
- Experience with communications on social media;
- Good to excellent computer skills (MS Office, Adobe, …)
- Good knowledge of the program offered by the Department of French;
- Good knowledge of the school system in greater Victoria;
- Experience with public communication in English;
- an ability to work collaboratively.

JOB LOCATION ON-CAMPUS: Clearihue C 243

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

DEPARTMENT TOP UP: $ 5

HOURS AVAILABLE: 100

HOW TO APPLY: Email your résumé to ccaws@uvic.ca. Please attach a cover letter in French as well.

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