2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: HEIS2 - YouTube Channel Creation Assistant

DEPARTMENT NAME: School of Health Information Science

CONTACT NAME: Sandy Polomark

JOB DESCRIPTION:
The School of Health Information Science (HINF) is seeking to hire a student who, under the supervision of Dr. Andre Kushniruk, will create a YouTube channel and assist in creating YouTube videos to promote the school, its faculty, staff, students and alumni.

Objective of the YouTube creation position:

- Promote awareness of the HINF graduate and undergraduate programs through creation of a YouTube channel and YouTube videos

Main Responsibilities:

- Creation of videos for promoting the school through regular HINF school video messages, highlighting HINF teaching and research and providing a YouTube presence for HINF
- Creation of a HINF YouTube channel
- Monitor, and maintain the channel
- Review usage analytics to assess success and recommend improvements
- Develop strategies to increase followership and engagement using YouTube
- Perform other related duties as required

QUALIFICATIONS:

- Enrolled as a student in the School of Health Information Science
- Eligible for a Co-op Work Term (completion of HINF 202 and required courses)
- Excellent knowledge of YouTube and video editing software
- Interpersonal and strong organization skills, time management skills and ability to complete assigned work on time
- Critical thinker and problem-solving skills
- Detail oriented
- Good command of the English language
- Effective communication skills, both oral and writing skills
- Ability to work independently, under the direction of a faculty member and exercise initiative

JOB LOCATION: Work will be done remotely – off campus

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)

DEPARTMENT TOP UP: $0.50/hour

HOURS AVAILABLE: 300

HOW TO APPLY: Please send Cover Letter and Resume to: Sandy Polomark
School of Health Information Science
HSD Bldg, Room A202
or email to: hinfprog@uvic.ca