2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: HUMS1 - Communications Officer UVic Bounce

DEPARTMENT NAME: Faculty of Humanities

CONTACT NAME: Rebecca Gagan

JOB DESCRIPTION:

UVic Bounce (www.uvic.ca/bounce) is a Faculty of Humanities initiative whose aim is to support student resilience through the sharing of stories over social media and through various programs and events. The Communications Officer will support the UVic Bounce Director in the following ways: brainstorming about UVic Bounce event ideas; tactfully communicating with members of the university community about UVic Bounce and UVic Bounce events (and beyond) by email, phone, or in person; supporting the arranging and booking of event venues (and organizing online events for the 2020/2021 academic year); collaborating with staff members of various units on campus to ensure that the UVic Bounce section of the Humanities website is up-to-date and that events are properly advertised and added to departmental calendars; designing posters (using PowerPoint and possibly Photoshop or Canva); advertising the events by distributing posters around campus and on various email lists; sharing information about UVic Bounce through social media (adding events to various departmental facebook pages and via twitter); taking photographs and live-tweeting during events; organizing and helping to set-up the venue space for events (online through zoom or otherwise).

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 UVic Bounce
Willingness to learn about and to work with new digital platforms (zoom, etc.)
*No prior event planning experience is required. I will provide on-the-job training.

JOB LOCATION ON-CAMPUS: Faculty of Humanities

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:

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 Faculty of Humanities (e.g., what degree you’re doing; any committees you’re on, etc.) and why you would like this job to UVic Bounce Founder and Director, Rebecca Gagan (rmgagan@uvic.ca).

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