JOB TITLE: HUMS2 - Communications Assistant for the Academic Writing Requirement Program

DEPARTMENT NAME: Faculty of Humanities

CONTACT NAME: Erin E. Kelly (AWR Program director)

JOB DESCRIPTION:

The Academic Writing Requirement Program includes courses that fulfill and relate to the university’s Academic Writing Requirement (AWR), including ENGL101, ENGL135, and ENGR 110. More than 4000 UVic students enrolled in these classes in the 2018-2019 academic year. The program director for the AWR helps to oversee the delivery and staffing of these courses so that all students benefit from their AWR experience.

The director seeks a work-study student to help create effective documents (brochures, posters, social media postings, and web pages) to communicate to varied audiences information related to individual courses and to the program as a whole.

QUALIFICATIONS:

Required:
- Excellent communication skills
- Well-developed interpersonal skills
- Professionalism

Desirable:
- Public relations and/or professional writing experience
- Training in digital media communications

JOB LOCATION ON-CAMPUS: D234 Clearihue

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

DEPARTMENT TOP UP: N/A

HOURS AVAILABLE: 100

HOW TO APPLY: Please send to awradviser@uvic.ca (1) an email message describing your interest in and qualifications for this position and (2) a recent CV/resume

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