

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: HUMS3 - Social Media Coordinator

DEPARTMENT NAME: Humanities

CONTACT NAME: Philip Cox

JOB DESCRIPTION:

The Faculty of Humanities seeks a qualified student to assist the Office of Communications with the production of high-quality social media content for Faculty and university channels.

The successful candidate will add a student's perspective to the communications team while utilizing social media platforms to promote the achievements and initiatives of our students, faculty and academic programs, to disseminate faculty-level updates and information, and/or to engage with our online audience when appropriate. We will develop your specific projects together according to your strengths and interests.

Miscellaneous support for the Associate Dean Academic, Associate Dean Research, and/or our academic programs may also be required.

Tasks may include, but are not limited to:

- monitoring and posting on social media platforms, including Instagram and Twitter.
- creating digital content through writing, illustration, graphic design and/or video (dependent upon the unique skillsets of the successful candidate)
- assisting with town halls, presentations and other events as needed
- brainstorming new initiatives and special projects when time permits

We encourage applications from Indigenous peoples, people with disabilities, racialized groups and people with intersectional identities.

QUALIFICATIONS:

- No professional experience is required; creativity, attention to detail and professionalism are a must
- Proven understanding of and experience with Instagram is a must; understanding of or experience with Twitter, LinkedIn, and/or Reddit is an asset.
- Strong communication skills, computer skills and a collaborative mindset are a must
- Experience with photography, graphic design, videography, and/or copy writing is an asset
- Knowledge of analytics and data-driven social media strategies is an asset
- Experience with Content Management Systems (e.g. Wordpress, Cascade) is an asset

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>

JOB LOCATION ON-CAMPUS:

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY: Email your cover letter and resume to:
Philip Cox, Humanities Communications Officer,
humscm@uvic.ca.

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