**2020/2021 WORK STUDY PROGRAM**

**JOB POSTING**

**JOB TITLE:** HUMS7 - Program Liaison and Assistant in EUS

**EMPLOYEE GROUP:** CUPE

**DEPARTMENT NAME:** European Studies

**CONTACT NAME:** Elena Pnevmonidou

**JOB DESCRIPTION:**

The work study will work as a liaison for the European Studies Course Union and assist the EUS Program Coordinator with recruitment, website management, and social media activities. Specifically, the tasks are to:

- Serve as liaison between EUS course union and the EUS program
- Assist course union with outreach activities and sit on the board of the EUS undergraduate student journal
- Assist the EUS Admin Assistant with updating, revising, and management of the EUS website, as well as with some social media communication
- Assist the EUS Admin Assistant with recruitment activities
- Assist the EUS Admin Assistant with the development of materials for the EUSTIP and WCMEU info sessions

**QUALIFICATIONS:**

- Strong spoken and written communication skills
- Some basic skills in working with social media
- Some background in Political Science or European Studies would be an asset

**JOB LOCATION ON-CAMPUS:** On campus or “virtual” during the pandemic

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

**HOURS AVAILABLE:** 100 hours

**HOW TO APPLY:**

Please submit a CV and short description of your academic background and relevant experience to Elena Pnevmonidou (eusdir@uvic.ca) and Amanda Merritt (eusprog@uvic.ca)