

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

CUPE

**JOB TITLE:** LIBR2 - Communications Assistant

**DEPARTMENT NAME:** LIBR - UVic Libraries

**CONTACT NAME:** Lisa Abram

### **JOB DESCRIPTION:**

This position will assist the UVic Libraries Communications Officer in engaging with a diverse audience (i.e. community members, staff, faculty, students, donors, community partners) on a wide range of events and projects that promote our library resources and services.

Examples of library events can include first-year student orientation, on the Verge writing contest, Instagram contests, Ideafest, Thunderfest, Science Literacy Week, Special Collections exhibits, and lectures on and off campus.

Communications output will depend on the successful candidate's qualifications and interests, and can include social media posts and analytics, photography, project planning, and writing newsletter stories. There will also be opportunities for social media management with Twitter, Facebook and Instagram. Work study hours are done in the library within a Monday-Friday work week.

### **QUALIFICATIONS:**

Excellent written and oral communications skills; experience creating content for social media, an ability to work independently, exercise good judgment, multi-task and work well with tight deadlines.

**JOB LOCATION ON-CAMPUS:** Mearns Centre for Learning-McPherson Library  
4<sup>th</sup> floor, Library Administration Office

**WORK STUDY WAGE:** \$14.50/hour + 4% vacation pay

**DEPARTMENT TOP UP:**

**HOURS AVAILABLE:** 250 hours, from September 2019-April 2020

### **HOW TO APPLY:**

Send cover letter and resume to Lisa Abram (Communications Officer) at [lisaabram@uvic.ca](mailto:lisaabram@uvic.ca). Please include any samples of communications work you have done including Instagram stories, social media posts, videos, and writing (blogging, creative writing).

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