

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LIBR 5 – Web content writer 2

DEPARTMENT NAME: UVic Libraries

CONTACT NAME: Caitlin Keenan (Web Integration Librarian)

JOB DESCRIPTION:

UVic Libraries is seeking a work study student with strong English-language writing skills to support our upcoming website redesign.

The position: Write and revise web content based on the UVic Libraries' style guide and usability/accessibility guidelines. In most cases, students will be provided with existing content and guidelines for revisions; in some cases, drafting of original content from notes may be required. Part of the work may also involve migrating revised content into our new website. Training on UVic's web content management system (Cascade) will be provided.

Ideal candidates are strong writers and editors who are able to craft clear prose in straightforward language and perform structural revisions to existing content. Experience writing for the web or other communications experience is an asset, but not necessary. If you enjoy creative writing and are confident in your grasp of English style and grammar, this job may be a good fit for you.

Additional details: 160 hours total between September 2024 and April 2025, flexible scheduling, potential to work off-site at least part of the time.

QUALIFICATIONS:

- Very strong English language skills
- Strong creative writing skills
- Ability to follow a style guide
- Good attention to detail
- Comfort working independently
- Comfort asking for help when needed
- Humanities background probably an asset (although good writers can come from anywhere)
- Proficient computer skills and experience with any content management system an asset

JOB LOCATION ON-CAMPUS: McPherson Library (remote work possible)

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>

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY: Please email web_ux@uvic.ca with the subject line "Work study application". Tell us a bit about yourself and why you think you'd be a good candidate for this position. The position will remain open until filled.