

2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LIBR6 – Communications Assistant
EMPLOYEE GROUP: CUPE
DEPARTMENT NAME: Libraries – University Librarian’s Office
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.

With the COVID-19 restrictions presently on campus, the work study student will be working more on projects with a digital component (video and some graphic design), and could include promoting online lectures, with an emphasis on writing stories for the library website and bi-monthly newsletter.

Communications output will depend on the successful candidate’s qualifications and interests, and may include video creation, infographics, social media posts and analytics, photography, project planning, and writing. There will also be opportunities for supporting campus events like Wellness Week and the University Librarian’s lecture. Work study hours are within a Monday-Friday work week.

QUALIFICATIONS:

Excellent written, digital and oral communications skills; experience creating content for social media, in particular Instagram stories; an ability to work independently; exercise good judgment; multi-task; and work well with tight deadlines. Experience with graphics and video editing software is desirable.

JOB LOCATION ON-CAMPUS: Working remotely for the first term due to COVID-19, Library Admin Office – 4th floor for the second term when approved.

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

HOURS AVAILABLE: 250 hours, from September 2020-April 2021

HOW TO APPLY:

Send cover letter and resume to Lisa Abram (Communications Officer) at 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, and storytelling).

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>