

2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LIBR9 – Communications Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: 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.

The work study student will be working on projects with a digital component (video and some graphic design), and could include promoting 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 be opportunities for supporting campus events that the library participates in. 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: Library Admin Office – 4th floor

WORK STUDY WAGE: \$16.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP:

HOURS AVAILABLE: 235

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>

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