

2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MALA-2 Editorial Assistant (Social Media)

DEPARTMENT NAME: The Malahat Review

CONTACT NAME: L'Amour Lisik

JOB DESCRIPTION:

Assist *TMR*'s staff with marketing and promoting the magazine, including:

- *keep a steady social media presence (Facebook, Instagram, Twitter);
- *log and process electronic contest entries;
- *help with proofreading, contest screening, and other tasks;
- *update the New & Noteworthy list with all incoming potential review books;
- *other related duties, as time permits.

QUALIFICATIONS:

The successful candidate will have a broad knowledge of current social media tools and will be conversant with Word, Excel, and WordPress. Outreach skills, including proper email and social-media etiquette, are an asset. A thorough command of English is required. An undergraduate or graduate Writing or English student (especially a student from either department who has taken Professional Writing courses) is preferred.

JOB LOCATION ON-CAMPUS: Rm 202a, McPherson Library

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 120

HOW TO APPLY: Email cover letter and resume to malahat@uvic.ca attention: L'Amour Lisik, Managing Editor

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>