2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MALA2 Social Media Assistant

EMPLOYEE GROUP: CUPE

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 and Excel. 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 is preferred.

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

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

HOURS AVAILABLE: 100

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