

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MEDI1 - MEDI Event Assistant

DEPARTMENT NAME: Medieval Studies

CONTACT NAME: Melanie Hibi

JOB DESCRIPTION:

The events assistant will support both in person and digital events. Duties would include assisting with delivery of events through Zoom or other applications if digital and in person when events are face to face. They will work with the Program Director and the Program Assistant for delivery during the events, virtual backstage assistant during events, and any other outreach events. With face to face events they may also assist in setting up event materials and helping coordinate volunteers, and take photos or brief videos. Some development of videos for promotional purposes or online advertising may be part of the duties after the Annual Medieval Conference.

The largest event is the Annual Medieval Conference which on Feb 4th, 2023 and will use approximately 8 hours of work (8 am – 4 pm).

QUALIFICATIONS:

Applicants for the position should possess all or most of the following skills:

Familiarity with Zoom and its functions

Ability to commit to in person activities when on campus events are held

Some experience with editing software would be helpful but not required.

JOB LOCATION ON-CAMPUS: on campus, various locations

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY: Send application with resume to: Medieval Studies Program,
Dr. Allan Mitchell, dirmedi@uvic.ca

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>