2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MEDI 2 – Events assistant

DEPARTMENT NAME: Medieval Studies

CONTACT NAME: Catherine Harding, Acting Director

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, updating social media with announcements and photos of faculty activities and student work. Liaising with participants, promotion of 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. The largest event is the Annual Medieval Conference which on Feb 5th, 2022.

QUALIFICATIONS:

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

Familiarity with Zoom and its functions
Adept at twitter/social media
Poster and flyer design

JOB LOCATION ON-CAMPUS: CLE D283

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 100

HOW TO APPLY: Send application letter with resume to: Medieval Studies Program, Attention: TBA 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