JOB TITLE: OSTL1 - Student Communications and Engagement Intern

DEPARTMENT NAME: Office of Student Life, Student Services

CONTACT NAME: Alex Sterling, Manager, Student Life, Office of Student Life

JOB DESCRIPTION:

Student Affairs at the University of Victoria helps to transforms students’ lives by supporting and inspiring the highest standards of student learning and success, community engagement and staff development. The Division is comprised of over 30 reporting units in six departments: Athletics and Recreation, Campus Services, Indigenous Affairs, Office of the Registrar, Student Recruitment and Global Engagement, and Student Services. The comprehensive and integrated range of services we provide make Student Affairs one of the most dynamic and diverse divisions on campus. Together, we support UVic’s vision “to be a university of choice for outstanding students, faculty, and staff from BC, Canada, and around the world.”

The Office of Student Life (OSL) is responsible for the investigation and resolution of non-academic student misconduct allegations, and supports the coordination and response for high-risk non-academic student issues that require case management support. The OSL also provides pro-active educational programming for students by developing and delivering programs to advance UVic’s response to student mental health issues, sexualized violence awareness and prevention and in other areas that support under-represented student populations

Working in the Office of Student Life, the Student Communications and Engagement Intern is responsible for:

- Managing social media channels and developing social media content focused on promoting student wellness, sexualized violence prevention and awareness and increasing mental health awareness on campus
- Designing promotional and informational materials (e.g. posters, brochures, etc.) to increase student awareness of and engagement with programming offered by the Office of Student Life
- Supporting projects associated with key university priority initiatives (e.g. sexualized violence awareness, student mental health strategy, social media projects, etc.);
- Planning and coordinating large campus-wide events and initiatives for students, faculty and staff to promote student mental health and sexualized violence awareness;
- Organizing groups of volunteers in roles related to different initiatives;
- Developing project management plans including task timelines, planning documents and project milestones;
- Providing recommendations on ways to better engage students in key Student Affairs initiatives.
- Developing specific communication strategies for students; and
- Helping implement and carry out student-focused initiatives

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
QUALIFICATIONS:

- Currently pursuing an undergraduate or graduate degree in a related discipline (ex. Psychology, Creative Writing, Health and Information Science, etc.)
- Excellent organizational and planning skills
- Excellent written and verbal communication skills
- Experience with event planning and organization
- Experience coordinating large groups of people
- Knowledge of current and emerging trends in higher education pertaining to students
- Proficiency in the use of Microsoft Office products (e.g., Word, Excel, PowerPoint, SharePoint, etc.)
- Proficiency in the use of Adobe design programs (e.g. InDesign, Photoshop, Canva, etc.) to create promotional materials
- Training and experience in social media/blog management is an asset
- Experience working directly with students is an asset
- Experience working with a wide range of diverse constituents is an asset

JOB LOCATION ON-CAMPUS: University Centre

WORK STUDY WAGE: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $ 2.00/hour

HOURS AVAILABLE: 250

HOW TO APPLY: Cover letter and resume to oslengage@uvic.ca

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