

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** PADM1 - Communications Assistant

**DEPARTMENT NAME:** (School of) Public Administration

**CONTACT NAME:** Silvia Dulc

#### JOB DESCRIPTION:

The Communications Assistant will work with staff and others to:

- write relevant, engaging content about the School, its activities, and community members. This might require interviews with faculty members, students, co-op employers, alumni, and attendance at events.
- suggest/ identify images to accompany written work if appropriate to medium being used.
- create promotion pieces for events/ initiatives such as webinars, courses, public talks.
- develop email scripts to engage contacts and potential contacts.
- create individual and institutional contact lists and categorize these usefully (e.g., geographically, by interest, etc.) This will require some data entry work.
- assist with recording and production of podcast episodes
- Other duties may include assisting with event preparation as available hours may allow.

#### QUALIFICATIONS:

- Upper-level undergraduate student, graduate student, or equivalent. Preference will be given to 3<sup>rd</sup> or 4<sup>th</sup>-year standing English or Writing program student with minimum B grades in major courses, or those with equivalent experience.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills: professional, tactful, judicious, organized, attentive to detail,
- Demonstrated initiative. Asks questions when tasks/ goals/ requested outcomes are unclear. Receives constructive feedback and incorporates into future tasks.
- Experience in digital recording and post-production will be considered assets.
- Proficient in MS 365.
- Knowledgeable about digital media channels and their strategic uses.

**JOB LOCATION ON-CAMPUS:** HSD A302

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

**DEPARTMENT TOP UP:** \$11.60/hour (including 4% vacation pay)

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>

**HOURS AVAILABLE:**

100

**HOW TO APPLY:**

Résumé, writing sample (could be in the format of a personal essay; blog post(s); Twitter feed; or other social media content created by applicant), and cover letter in the body of an email submitted to: [pasession@uvic.ca](mailto:pasession@uvic.ca)

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