2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: PHSP1 – Social Media Marketing Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: School of Public Health and Social Policy

CONTACT NAME: Gillian Cornwall

JOB DESCRIPTION:

The work study student will be under the direction of the PHSP Acting Administrative Officer | Assistant to the Director. Main duties include:

- Working collaboratively with PHSP staff to advance social media marketing strategy
- Creating and maintaining a yearly calendar, inputting data appropriate to School activities and events using Hootsuite
- Scheduling posts to occur regularly according to School calendar, faculty and student events and media stories / publications
- Online networking as a champion of PHSP, maintaining communications and relationships with existing community partners and networks
- Daily management of social media accounts and updating various online materials such as photos, videos, text, as required
- Tracking and evaluation of social media platforms: including Hootsuite, Facebook, Twitter, YouTube and LinkedIn
- Other duties as required, related to social media strategy

QUALIFICATIONS:

- Must be a student of the School of Public Health and Social Policy
- Demonstrated knowledge, skills & abilities in various social media platforms, specifically Hootsuite, Facebook, Twitter, YouTube & LinkedIn
- Excellent interpersonal, communication, online research and networking skills
- Strong time management, planning and organizational skills

JOB LOCATION ON-CAMPUS: School of Public Health & Social Policy, HSD

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $3.00

HOURS AVAILABLE: 200

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
HOW TO APPLY: Please send resume and cover letter outlining skills and abilities related to the position, to Gillian Cornwall, Acting Administrative Officer | Assistant to the Director, PHSP to phspdirasst@uvic.ca