JOB TITLE: PHSP1 - Social Media Marketing Assistant

DEPARTMENT NAME: PHSP

CONTACT NAME: Joan Bowles

JOB DESCRIPTION:

The work study student will be under the direction of the PHSP Program Manager and/or the PHSP Director’s Assistant. Main duties include:

• Working collaboratively with PHSP staff to advance social media marketing strategy
• Creating and maintaining a yearly calendar, in putting data appropriate to School activities and events using Hootsuite
• Scheduling posts to occur on a daily basis according to School calendar
• Online networking as a champion of PHSP, maintaining communications and relationships with existing community partners and networks
• Daily management of social media accounts, updating various online materials such as photos, videos, text as required, using Canva
• Tracking and evaluation of social media platforms: Facebook, Twitter, YouTube and LinkedIn
• Other duties as required, related to social media strategy

QUALIFICATIONS:

• Demonstrated knowledge, skills, & abilities in various social media platforms, specifically 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 or remote access possible

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

DEPARTMENT TOP UP: $ 3.00/hour

HOURS AVAILABLE: 200 - from Sept-April (approx.6/h week)

HOW TO APPLY: Please send resume and cover letter outlining skills and abilities related to the position, to Joan Bowles, Program Manager, PHSP to phspmgr@uvic.ca

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