

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** SOSC1 - Communications and Events Assistant

**DEPARTMENT NAME:** Faculty of Social Sciences

**CONTACT NAME:** Anne MacLaurin, Communications Officer

#### JOB DESCRIPTION:

The Faculty of Social Sciences is a dynamic and multi-faceted community of people. We thrive in a culture based on excellent teaching and world-class scholarship, innovation and professional practice. We are a diverse community of active thinkers and doers, with a student population from across the country and around the world, and more than 30,000 alumni.

Primary duties of this work study position include assisting the Social Sciences Communications Officer with event planning, website updates, social media, website analytics, and writing.

**Job responsibilities** will depend on your experience and passions, but will likely entail the following:

- Social media content creation
- Supporting event planning and delivery
- Web content creation
- Website updates
- Data entry

#### QUALIFICATIONS:

- Very high level of comfort with popular social media platforms; experience taking photos & videos with a smart phone.
- Strong writing and communication skills an asset.
- Event support experience
- Proficient in MS Office Suite
- Ability to work independently and exercise good judgment.
- Attention to detail, reliable, and organized
- Experience with website administration

**JOB LOCATION ON-CAMPUS:** Business & Economics Building, Rm 464

**WORK STUDY WAGE:** \$16.50/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>

**DEPARTMENT TOP UP:** \$4.00/hour

**HOURS AVAILABLE:** 100

**HOW TO APPLY:** Cover letter and resume emailed to [sosccomm@uvic.ca](mailto:sosccomm@uvic.ca)

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