JOB TITLE: SOSC1 – Communications and Events Assistant

DEPARTMENT NAME: Faculty of Social Sciences

CONTACT NAME: Susanne Murphy, Alumni Annual Giving 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 Science Alumni Office, Development Officer, and Communications Officer with research projects, 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:

- Supporting event planning and delivery
- Online research and tracing of alumni
- Web content creation
- Website updates
- Data entry
- Assisting with donor and alumni communications (event invitations, career profiles)

QUALIFICATIONS:

- Proficient in MS Office Suite
- Communication and written skills
- Event support experience
- Attention to detail, reliable, and organized
- Experience with database, Raiser’s Edge
- Experience with website administration, Cascade

JOB LOCATION ON-CAMPUS: Business and Economics Building, room 464

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

DEPARTMENT TOP UP: $2.00/hour

HOURS AVAILABLE: 200 hours

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

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