

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UCAM1 – Social Media Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: UVic Communications + Marketing

CONTACT NAME: Ali Baggott

JOB DESCRIPTION:

Do you spend way too much time on TikTok, Instagram, and Facebook? Are you an outgoing person who loves meeting to new people? Do you love taking photos and writing social posts? This position will assist the Social Media Coordinator in maintaining UVic's main social media accounts. We will develop your specific projects together according to your strengths. Sample projects include: taking photos of an event, interviewing students for social posts or shooting and editing video for social. Other assignments may include being the subject of photo shoots and b-roll video shoots. Very flexible schedule.

QUALIFICATIONS:

Very high level of comfort with popular social media platforms. Experience taking photos & videos with a smart phone. Strong writing skills an asset. The ability to work independently and exercise good judgment.

JOB LOCATION ON-CAMPUS: Sedgewick C159

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

HOURS AVAILABLE: 100

HOW TO APPLY:

Cover letter and resume via email to Ali Baggott (Manager, Digital Media Strategy) at alibaggott@uvic.ca.

Please include any samples of social media accounts you've worked on (personal, clubs, volunteer, etc.).