JOB TITLE: UCAM2 – Communications Assistant

DEPARTMENT NAME: University Communications + Marketing

CONTACT NAME: Heather Warren

JOB DESCRIPTION:
UVic Communications + Marketing is looking for a writer to help us rebuild all of uvic.ca. Write and edit digital content (web copy and blog posts mostly) and see your work shared on the most popular digital platforms at UVic. Added bonus – your opinions can help shape the look, feel and function of the new UVic website.

This is an on-campus job. We will work around your class schedule.

QUALIFICATIONS:
Excellent written and oral communication skills. The ability to work independently and exercise good judgement. Detail oriented. Research skills.

Communications skills:
• Writing and proofing (blog posts, web content, social media posts, Ring articles)
• Website maintenance / experience with CMS and basic HTML

JOB LOCATION ON-CAMPUS: Sedgewick C149

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

DEPARTMENT TOP UP: $4

HOURS AVAILABLE: 100

HOW TO APPLY: please email resume, cover letter, and two examples of your writing: ucam2@uvic.ca

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