2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UNIC1 - Publicist and Promotions Assistant 1

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: University Centre Farquhar Auditorium, External Relations

CONTACT NAME: Debra Fitzsimmons

JOB DESCRIPTION:

The Publicist and Promotions Assistant will be required to assist in the promotion of University Centre Farquhar Auditorium activities and events. This role will be involved in development, support and delivery of marketing and communication materials, including media releases, social media, posters and other advertising.

QUALIFICATIONS:

Must be proficient in Microsoft Word. Proficiency in written communication must be demonstrated. Familiarity with social media platforms and experience with Adobe InDesign and Photoshop considered an asset.

JOB LOCATION ON-CAMPUS: University Centre Building, B Wing

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: type here / optional field, delete if not applicable

HOURS AVAILABLE: 100

HOW TO APPLY: Please email dfitz@uvic.ca with a cover letter and resume.