**JOB TITLE:** UVSS_ZAP1 – Outreach Officer - ZAP Copy

**DEPARTMENT NAME:** University of Victoria Students’ Society - ZAP Copy

**CONTACT NAME:** Brydon Sudds

**JOB DESCRIPTION:**

Zap Copy is a student-run print shop and supplies store located in the UVic Student Union Building. We exist to serve the needs of undergraduates; outreach and research are essential to ensure we stay relevant and useful.

The Zap Outreach Officer is responsible for the following duties:

1. develop and maintain a record of Zap operational history
2. collaborate with Zap staff in survey development
3. administer and promote surveys on-location
4. analyze survey results and create report(s) on findings
5. canvass to engage students in one-on-one conversation about Zap
6. conduct relevant research as needed

**QUALIFICATIONS:**

1. Demonstrated strong communication skills and confidence performing outreach
2. Demonstrated research abilities including planning and time management
3. Demonstrated ability to work independently as well as collaboratively
4. Demonstrated experience with Microsoft Windows, Office, and other relevant software

**JOB LOCATION ON-CAMPUS:** Student Union Building, Zap Copy, SUB A108

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

**DEPARTMENT TOP UP:** $0.00

**HOURS AVAILABLE:** 170

**HOW TO APPLY:**

In person with cover letter and resume to Brydon Sudds, Zap Copy, SUB A108.

Applicants must be eligible for Work Study Program

For details go to: https://www.uvic.ca/registrar/safa/work-study/