2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS11 - Outreach Officer

DEPARTMENT NAME: University of Victoria Students' Society - ZAP Copy

CONTACT NAME: Brydon Sudds

JOB DESCRIPTION:

Zap Copy is a student-run print shop and retail goods 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
4. analyze survey results and create report(s) on findings
5. canvass to engage students in 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 Office, Google Docs, and other relevant software

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

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

HOURS AVAILABLE: 170

HOW TO APPLY: By email with cover letter and resume to Brydon Sudds, Zap Copy Manager: zapmanager@uvss.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php