

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS20 - Outreach & Communications

DEPARTMENT NAME: UVic Students' Society, Board of Directors

CONTACT NAME: Amanda Macpherson

JOB DESCRIPTION:

The University of Victoria Students' Society (UVSS) advocates for students at UVic through outreach campaigns, events, and services. These campaigns include: public transit, campus sustainability, post-secondary education, mental health, sexualized violence, and safer use. The UVSS organizes many social events throughout the year, such as: concerts, parties, BBQs, fundraisers, and more. We strive to make sure that our events are diverse, safe, accessible, and meet the needs of all students.

The Research & Communications Assistant reports and is responsible to the UVSS Research & Communications Manager.

DUTIES:

1. Engage with UVSS members in person and on social media.
2. Attend and post to social media about important UVSS initiatives, including Clubs and Course Union Days, General Meetings, pub nights at Felicita's, coffee days, and other relevant events.
3. Assist in member outreach activities that support the campaigns, events, and services of the UVSS, including tabling, distributing leaflets, and collecting petitions.
4. Be a fun and enthusiastic brand ambassador for the UVSS who proactively engages with students to connect them to the activities of the Students' Society.

QUALIFICATIONS:

1. Thorough understanding of the purposes and functions of the UVSS.
2. Thorough understanding of UVSS campaigns.
3. Demonstrated experience using Microsoft Office, Google Suite, Facebook, Instagram, and Twitter.
4. Experience producing content for organizational social media accounts.
5. Demonstrated experience in public outreach and/or advocacy work.
6. Demonstrated ability to work in a collaborative team-based environment.
7. Demonstrated ability to accomplish key tasks with little supervision in a fast-moving environment.

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>

JOB LOCATION ON-CAMPUS: Student Union Building, Board of Directors and Communications Offices, B103.

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

HOURS AVAILABLE: 135

HOW TO APPLY: Please email your resume and cover letter to: adminserv@uvic.ca, attn: Amanda Macpherson, UVSS Administration and Services Manager.

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