

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** UVSS4 - Graphics Coordinator Assistant

**DEPARTMENT NAME:** University of Victoria Students' Society, SUB Graphics Dept.

**CONTACT NAME:** Brent Parrish

#### JOB DESCRIPTION:

Work in the SUB Graphics Office under the supervision of the department Manager / Art Director.

- Assists in promoting SUB businesses, UVSS events & campaigns
- Marketing & social media for the UVSS
- Assist with video & photo shoots
- UVSS event photography and videography
- Care and maintenance for DSLR camera equipment
- Updating video announcement screens in SUB
- Archiving digital materials & maintaining an electronic filing system
- Assists the Graphics Department in various administrative duties

#### QUALIFICATIONS:

- Ability to work independently with little supervision and in a team environment
- Good organizational and analytical skills
- Familiar with social media trends, applications, and media formats
- Basic DSLR photography and or videography experience
- Familiar with Microsoft Office & (preferred) Adobe Creative Cloud

**JOB LOCATION ON-CAMPUS:** Student Union Building, UVSS Graphics Office, B109b

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

**HOURS AVAILABLE:** 135

**HOW TO APPLY:** Email resume and cover letter including allotted Work Study hours and availability to: [artdir@uvss.ca](mailto:artdir@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>