

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS9 - 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.

The Zap Outreach Officer is responsible for the following duties:

1. Planning and attending (including set-up and take-down) an information table on campus
2. Inform students about Zap services
3. Other duties as assigned

QUALIFICATIONS:

Required

1. Friendly and outgoing personality with good communication skills
2. Demonstrated ability to work independently as well as collaboratively
3. Ability to organize, prioritize, and follow through with planned tasks
4. Experience with Microsoft Office, Google Workspace, and other relevant apps

Preferred

1. Passionate and knowledgeable about print and print-related interests

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

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

HOURS AVAILABLE: 135

HOW TO APPLY: By email with cover letter and resume to 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>