**WORK STUDY JOB POSTING**

**JOB TITLE:** ALUM1 – Communications Assistant

**DEPARTMENT NAME:** Alumni Relations

**CONTACT NAME:** Jenny Manzer, Alumni Marketing and Communications Officer

**JOB DESCRIPTION:**

The UVic Alumni Relations office requires an organized, detail-oriented student to assist with the writing, editing and production of various marketing and communication projects on behalf of UVic Alumni Relations. These include creation of email deploys, the UVic *Torch Alumni Magazine*, as well as contributing to creation of marketing products, assisting with social media and helping with media or departmental requests.

**QUALIFICATIONS:**

The ideal candidate will have:

- Solid writing, proofreading and editing skills
- Social media skills and be comfortable working with FB, Twitter and Instagram
- Knowledge of Cascade or other Content Management Systems
- An ability to work to deadline
- Photography or video-production skills, preferably
- An interest in learning more about communications, magazine production and journalism

The student must qualify for Work Study and be a full-time UVic student (registration in at least 4.5 units of credit) with financial need. You also need a valid Social Insurance Number before applying.

**JOB LOCATION ON-CAMPUS:** Alumni House, ISC 269

**WORK STUDY WAGE:** $13.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** $3.00/hour

**HOURS AVAILABLE:** 170

**HOW TO APPLY:** Send by email: your cover letter and resume, including two references and the number of Work Study hours approved to work to:

Jenny Manzer, Alumni Marketing & Communications Officer
Alumni Relations, University of Victoria
250 721-7642
alumcomm@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php