JOB TITLE: BUSI2 – International Programs
Marketing & Communications Coordinator

DEPARTMENT NAME: Gustavson School of Business, International Programs

CONTACT NAME: Elsa Yan

JOB DESCRIPTION:

- Develop creative recruitment and marketing campaigns to promote exchange (including developing videos, print materials, social media campaigns, PowerPoint presentations, etc.)
- Engage students with one-on-one, small and large group presentations and information sessions
- Develop and assist in the creation of pre-departure materials
- Organize promotional events and workshops for exchange
- Other assistance as required for the International Programs Office

QUALIFICATIONS:

- Participated in an overseas academic exchange or co-op would be preferred
- Excellent interpersonal communication skills, written and oral
- Ability to exercise high level of confidentiality
- Ability to exercise high level of tact and diplomacy regarding culturally sensitive matters
- Excellent computer skills, including MS word, Excel, PowerPoint, video production software (iMovie, etc.)
- Excellent knowledge of social media platforms (Facebook, Instagram, Twitter, etc.)
- Ability to work in a fast paced environment with multiple deadlines
- Experience with Photoshop, inDesign,
- Experience with event planning

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
JOB LOCATION ON-CAMPUS: International Programs General Office, BEC280

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

DEPARTMENT TOP UP: $0

HOURS AVAILABLE: 340 hours

HOW TO APPLY: email cover letter and resume to: Giordi Giacomelli (ipoffice@uvic.ca)