JOB TITLE: CFAL2 – Communications Assistant Learning Assistance Program

DEPARTMENT NAME: Centre for Accessible Learning (CFAL)

CONTACT NAME: Rowan Shaw

JOB DESCRIPTION:

Is creativity one of your strengths? The UVic LAP is looking for an artist to help tell our story! We are open to a variety of artistic mediums (i.e. textual or visual, physical or digital) to help expand the online and on-campus presence of the UVic LAP.

The LAP offers free and fee-based academic success programming to UVic students. Working with a team of Student Affairs professionals, the Communications Assistant will apply their creativity to the practice of communicating and marketing to the broader UVic community.

Duties include producing visually compelling, audience-appropriate multimedia content (e.g. graphic/poster design, audio/video content) and basic social media/blog/website management. This position will provide rationale for their creative recommendations while accepting art direction and integrating alteration requests.

QUALIFICATIONS:

- Experience communicating with different audiences using your preferred artistic medium
- Ability to use software available on-campus (i.e. Adobe Creative Suite, video editing software, social media, etc.) for a wide variety of project types: audio and video production, graphics for print, web, social media
- Work collaboratively and responsively with the LAP team to meet project objectives
- Ability to plan and schedule projects to ensure timelines are met
- Professional, friendly and enthusiastic

JOB LOCATION ON-CAMPUS: Campus Services Building, Room 150

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

HOURS AVAILABLE: 340

HOW TO APPLY: Resume and cover letter including a description or example of your creativity in practice to learning@uvic.ca

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