JOB TITLE: CREA1 — Social Media Assistant

DEPARTMENT NAME: Writing

CONTACT NAME: David Leach

JOB DESCRIPTION:
An assistant is required to compile and redistribute information and images about graduate and undergraduate students and alumni, as well as events and projects, from the Department of Writing; writing, editing and uploading short updates to the department’s social media pages (Facebook, Twitter, Instagram); setting up a LinkedIn account; photographing on-campus and off-campus events for use on social media and the web.

QUALIFICATIONS:
- a strong interest in creative writing, publishing, social media;
- experience as a writer, editor, photographer, and/or website designer;
- an ability to work both independently and collaboratively, to deadline, with an attention to detail;
- a facility with Hootsuite, LinkedIn and other social-media tools

JOB LOCATION ON-CAMPUS: Fine Arts Building, Room 245. Work may be done from home or in the Fine Arts SIM Lab

WORK STUDY WAGE: $12.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 74

HOW TO APPLY: Send a CV and cover letter to writingchair@uvic.ca

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