JOB TITLE: CREA2 — Online Editor

DEPARTMENT NAME: Writing

CONTACT NAME: David Leach

JOB DESCRIPTION:

An online editor is required to assist in writing, editing and uploading content to a website for Concrete Garden, a student/faculty-produced magazine about sustainable urban agriculture.

- Uploading and formatting content for the print magazine into a website;
- Selecting, writing, assigning, editing and designing new stories for the online WordPress site;
- Maintaining the magazine’s social media presence (Facebook, Twitter, Instagram, Hootsuite);
- Helping to organize, manage technical requirements and record content at related events.

QUALIFICATIONS:

- a strong interest in creative writing, publishing, website design, urban agriculture and/or sustainability;
- experience as a writer, editor, blogger and/or website designer;
- an ability to work both independently and collaboratively, to deadline, with an attention to detail;
- knowledge of web design (WordPress) and/or social media management (HootSuite) software is an asset.

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: 75

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