

WORK STUDY JOB

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: CSRS1 – Digital Media Assistant
DEPARTMENT NAME: Centre for Studies in Religion and Society
CONTACT NAME: Sally Lin, CSRS Administrative Coordinator

JOB DESCRIPTION: The CSRS requires a creative and self-directed individual to assist with digitally publicizing, recording, and archiving CSRS lectures/events and updating the CSRS website. The assistant will:

- Assist staff with weekly public lectures, including room setup/clean up (add/remove posters on doors, laptop/projector/audio setup/take-down, provide paper copies of lecture info in the room, assisting with lapel mic set-up; putting sandwich boards outside lecture room), setup/take-down procedures, and other related duties (counting and recording attendee numbers for tracking purposes);
- Digitally record and edit (editing includes basic start/stop of recording) weekly public lectures;
- Upload digital audio file to SoundCloud or upload digital video file to Vimeo weekly;
- Update the CSRS website using the Cascade system;
- Work with the administrative team on other related tasks to provide website, tech, and event support.

The assistant will report to the Administrative Assistant for CSRS website-related tasks, the Administrative Coordinator for event-related tasks, and the Research Associate for tech or A/V-related tasks. There will be some light lifting (20-30 lbs.) during the setup/cleanup process.

QUALIFICATIONS: The successful candidate will be a confident technology user with demonstrated knowledge of digital audio and video recording and editing techniques and tools, and file transfer protocols. High proficiency with Vimeo, SoundCloud, Photoshop or Pixlr, InDesign, and Cascade.

The position requires the work-study student to be punctual, organized, a creative problem-solver, and able to work cordially and professionally with staff, faculty, and visiting scholars and lecturers.

The preferred candidate will be a student with an interest in learning about the scholarly, social, and political aspects of religion.

JOB LOCATION ON-CAMPUS: Sedgewick B102 and other lecture venues on campus (rare potential for off campus events).

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

DEPARTMENT TOP UP: \$4.00

HOURS AVAILABLE: 150 hours from September to April. Must be available **Thursdays 4:00 - 6:00 pm** for the weekly public lectures series. Hours are otherwise flexible and self-directed.

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

HOW TO APPLY: Please send email your cover letter and CV to the CSRS Administrative Assistant at csrs@uvic.ca. Please indicate “work-study application” in the email subject line.

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