JOB TITLE: EDUC1 – Social Media Assistant

DEPARTMENT NAME: Faculty of Education

CONTACT NAME: Julie Rémy

JOB DESCRIPTION:
Do you spend way too much time on Snapchat, Instagram, YikYak, Facebook and Twitter? Are you an outgoing person who loves meeting new people? Do you love engaging with people on social media?

This position will assist the Faculty of Education’s Communications Officer in developing a strategy for engagement and social media campaigns for the faculty that works for students and prospective students. We will develop specific projects together according to your strengths. Sample projects include: Taking photos of an event for Snapchat, interviewing student, and being creative in engaging with students. You will also research new social media ideas & provide feedback, look into the analytics and look for ways to improve our engagement with several audiences. You will also be assigned some administrative tasks relating to social media management. Very flexible schedule.

QUALIFICATIONS:
Very high level of comfort with many popular social media sites. Excellent written and oral communications skills. Experience creating material for social media. The ability to work independently and exercise good judgment.

JOB LOCATION ON-CAMPUS: McLauing Building, Faculty of Education

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

DEPARTMENT TOP UP: $ 3.00 added to the $12.00 = $15.00

HOURS AVAILABLE: 300

HOW TO APPLY:
Cover letter and resume via email to Julie Rémy (Communications Officer) at edcom@uvic.ca.
Please include any samples of social media accounts you’ve worked on (personal, clubs, volunteer, etc)

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