JOB TITLE:          EDUC3 – Web & Design Assistant

DEPARTMENT NAME:    Faculty of Education

CONTACT NAME:       Julie Rémy

JOB DESCRIPTION:
Do you feel at home working in the back-end of websites? Do you also like to design infographics and simple animations using the Adobe creative suite tools? This position will assist the Faculty of Education’s Communications Officer in maintaining and updating the faculty website and according to your strengths, possibly work on designing infographics or animations. You will also look into analytics and be assigned some administrative tasks relating to web management. Very flexible schedule.

QUALIFICATIONS:
High proficiency with Cascade, HTML, and WordPress Divi. Proficiency in graphic design and animation using InDesign and Adobe creative suite is a plus. Excellent written and visual communications skills with a keen eye for details. The ability to work independently, creatively solve problems and exercise good judgment.

JOB LOCATION ON-CAMPUS: Faculty of Education, MacLaurin Bldg.

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

DEPARTMENT TOP UP:    $ 2.50

HOURS AVAILABLE:      100

HOW TO APPLY:
Cover letter and resume via email to Julie Rémy (Communications Officer) at edcom@uvic.ca. Please include links to example websites, layout, infographics or animations and information on the role you played.

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