JOB TITLE: ENGL_3 - English Department Communication Assistant

DEPARTMENT NAME: ENGL

CONTACT NAME: Mary Elizabeth Leighton

JOB DESCRIPTION:

The English Department Communication Assistant will be responsible for assisting the English Department Communication Committee to brainstorm, organize, and publicize English Department events; to design electronic posters for and promote English courses on social media (Facebook, Twitter); to research and write stories about students’ and graduates’ achievements for social media and the department web site; to help set up and maintain English Department Instagram and LinkedIn accounts; to help edit the department web site; to help organize outreach events at local high schools and elsewhere; and to liaise with English Department student organizations, among other tasks.

QUALIFICATIONS:

As a valuable part of the English Department Communication team, you will need to communicate professionally and enthusiastically about our English programs. You must therefore have excellent communication, writing, and editing skills. Experience with social media communication and event organization are also assets, as is knowledge of English Department programs and courses.

JOB LOCATION ON-CAMPUS: English Department

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 120

HOW TO APPLY: Please send your resumé and a cover email to mleighto@uvic.ca.

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