WORK STUDY JOB POSTING

JOBTITLE: EPLS1 - Videotaping, Photography, and Website Design

DEPARTMENT NAME: Educational Psychology and Leadership Studies

CONTACT NAME: Darlene E. Clover

JOB DESCRIPTION:
In October 2018, I will be organising a three-day conference entitled Women and Leadership: Power and Possibility and then three ‘follow-up’ panel discussions (January, February and March). I also need someone to help redesign two websites – one for the conference and another for my research activities and the panel discussions.
There are a number of tasks for this position.
1) Creating a video advertisement (and posters) for the conference we can use for facebook and other promotional spaces; 2. Video-tape and photograph the three-day conference, including all panel discussions and workshops (speakers know this will take place) and the follow-up panel discussions; 3) Create a video that captures the conference highlights (about 10-15 minutes in length) and the panel discussions (10-15 minutes); 4) Create a photo montage report of the conference for the website; 5) Redesign (modernize) two websites; 6) Other technical support as it arises

QUALIFICATIONS:
1) Strong written communication abilities
2) Strong technological skills
3) Background in designing websites
4) Significant photographic and video capabilities

JOB LOCATION ON-CAMPUS: Clover Student Research Office, MacLaurin Building

WORK STUDY WAGE: $13.50 per hour + 4% holiday pay

HOURS AVAILABLE: 215

HOW TO APPLY:
Send a letter stating your interest and qualifications to Dr Darlene Clover (clover@uvic.ca) by August 25, 2018. You must enquire before you apply for this position if you are eligible for a Work Study. Please contact the office for the Work Study program as only they can determine this.

Applicants must be eligible for Work Study program. For details go to http://registrar.uvic.ca/safa/workstudy/workstudyindex.html