JOB TITLE: HEIS1 – Events, Marketing & Project Assistant

DEPARTMENT NAME: Health Information Science

CONTACT NAME: Sandy Polomark

JOB DESCRIPTION:

Reporting to the Office Manager, the Events and Project Assistant supports the School’s undergraduate and graduate programs with a variety of tasks including event coordination, recruitment initiatives, marketing and promotion as well as providing support for various projects such as website updates and maintenance.

This position will involve using social media, creating digital signage, creating posters for advertising, and using word documents and spreadsheets to manage information. Website updates and maintenance will require the use of Cascade.

QUALIFICATIONS:

- Strong verbal and written communication skills, attention to detail and familiarity with Microsoft Office Suite are required.
- Willingness and ability to learn new skills as projects evolve and change.
- Applicants should be comfortable working independently and as part of a team.
- Previous event management and office experience will be considered an asset.

JOB LOCATION ON-CAMPUS: HSD Building Room A202

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

DEPARTMENT TOP UP: $ 1.50

HOURS AVAILABLE: 250

HOW TO APPLY: Please send Cover Letter and Resume to:
Sandy Polomark
School of Health Information Science
HSD Bldg, Room A202
or email to: his@uvic.ca

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