

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: LIBR4 – Communications Assistant

DEPARTMENT NAME: UVic Libraries

CONTACT NAME: Lisa Abram

JOB DESCRIPTION:

This position will assist the UVic Libraries Communications Officer in engaging with a diverse audience (i.e. community members, staff, faculty, students, donors, community partners) on a myriad of events and projects that promote our resources and services.

Examples of library events include first-year student orientation, on the Verge writing contest, Instagram contests, Ideafest, Thunderfest, Science Literacy Week, Special Collections exhibits, and lectures on and off campus.

Communications output will depend on the successful candidate's qualifications and interests, and will include social media and website analytics, photography, project planning, and writing newsletter stories. There will also be opportunities for some social media management with Twitter, Facebook and Instagram. Library work study hours are flexible.

QUALIFICATIONS:

Excellent written and oral communications skills. Experience creating material for social media. The ability to work independently, exercise good judgment, multi-task and work well with tight deadlines.

JOB LOCATION ON-CAMPUS: Library Administration Office – 4th floor

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 250 hours, from September 2018-April 2019

HOW TO APPLY:

Send cover letter and resume to Lisa Abram (Communications Officer) at lisaabram@uvic.ca. Please include any samples of communications work you have done including Instagram stories, social media posts, videos, and writing (blogging, creative writing).

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