**JOB TITLE:** MALA2 - Marketing and Promotions Assistant  
**DEPARTMENT NAME:** Malahat Review  
**CONTACT NAME:** Rhonda Batchelor  

**JOB DESCRIPTION:**

Assist the Malahat’s staff with marketing and promoting the magazine, including:
- Recruit, place, and track paid and exchange print advertising for each of the four annual issues.
- Recruit, place, and track paid and exchange advertising for the website and virtual newsletter.
- Maintain relationships with existing print and web advertisers.
- Contact publishers of the books reviewed in each issue to recruit paid advertising.
- Attract new print and web advertisers.
- Assist the Marketing and Circulation Manager with contest entries as needed.
- Other related duties, as time permits, including help with proofreading and other editorial tasks.

**QUALIFICATIONS:**

The successful candidate will have a broad knowledge of current social media tools and will be conversant with Windows-based Word, Excel and WordPress. Outreach skills, including proper email and social-media etiquette, are an asset. A thorough command of English is required. An undergraduate or graduate Writing or English student (especially a student from either department who has taken Professional Writing courses) is preferred.

**JOB LOCATION ON-CAMPUS:** Clearihue Building, Room D262  
**WORK STUDY WAGE:** $13.50/hour (including 4% vacation pay)  
**DEPARTMENT TOP UP:** $  
**HOURS AVAILABLE:** 120  

**HOW TO APPLY:** Email cover letter and resume to malahat@uvic.ca attention Rhonda Batchelor.

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