

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

CUPE

**JOB TITLE:** SRGE1- Communications Assistant, Global Engagement

**DEPARTMENT NAME:** Student Recruitment and Global Engagement

**CONTACT NAME:** Margy Gamble/Xianjing Zhang

**JOB DESCRIPTION:**

Proactively and positively promote Global Engagement at the University of Victoria via communication projects and social media channels. Projects and work include tasks including, but not limited to, the following: updating GE website, regular tweets, monthly ENews creation and distribution, photo contest, International Week events organization, assistance with development of Field School materials, promotional materials for funding opportunities (posters, digicaster slides, etc.) database population, organization of GE master files for university agreements and more.

**QUALIFICATIONS:**

Undergraduate student with 2<sup>nd</sup> year standing or above. Excellent knowledge of all UVic's programs, faculties, research and Centres of Excellence, student services, global engagement portfolio, and global/international student, staff and faculty opportunities. Excellent writing and organizational skills plus attention to detail

**JOB LOCATION ON-CAMPUS:** University Centre B202

**WORK STUDY WAGE:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$ 3.00

**HOURS AVAILABLE:** 340

**HOW TO APPLY:**

Via email to [world@uvic.ca](mailto:world@uvic.ca)

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