JOB TITLE: UVSS GRAF1 - Graphics Coordinator Assistant, UVSS

DEPARTMENT NAME: University of Victoria Students’ Society - SUB Graphics Dept.

CONTACT NAME: Katie Hulbert

JOB DESCRIPTION:

Work in the SUB Graphics Office under the supervision of the department Manager / Art Director.

- Assists in promoting SUB businesses, UVSS events & campaigns
- Marketing & Social media for the UVSS
- Assist with video & photo shoots
- Updating video announcement screens in SUB
- Archiving materials & maintaining an electronic filing system
- Assists the Graphics Department in various administrative duties

QUALIFICATIONS:

- Ability to work independently with little supervision and in a team environment
- Good organizational and analytical skills
- Familiar with Microsoft Office & (preferred) Adobe Suite

JOB LOCATION ON-CAMPUS: Student Union Building, UVSS Graphics Office, B109b

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

DEPARTMENT TOP UP: $.36/hour

HOURS AVAILABLE: 340

HOW TO APPLY:
Email resume and cover letter including allotted Work Study hours and availability to: artdir@uvss.ca

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