

WORK STUDY JOB POSTING

JOB TITLE: UVSS_MART_1 Technical Support Worker

DEPARTMENT NAME: University of Victoria Students' Society, The Martlet

CONTACT NAME: Alex Coates

JOB DESCRIPTION:

As the Martlet offers an increasing amount of journalistic content in a time-sensitive manner through its website, the Technical Support Worker will provide technical support for the Martlet's website. The Technical Support Worker will report to the EIC and the Web Writer, and will be responsible for maintaining, modifying, and troubleshooting issues with the Martlet website. The Technical Support Worker will be responsible for the following tasks:

- Maintain the Martlet website, providing web and server assistance where and when necessary
- Institute and maintain a file management plan for the Martlet's technical network
- Manage online advertising and provide web reports for the Martlet's Business Manager
- Build new pages for the website as needed
- Upload stories and graphics in a timely manner to ensure the website is up-to-date
- Embed social media links and files on the website as necessary
- Troubleshoot any server, website, and network difficulties

QUALIFICATIONS:

- Excellent interpersonal skills with an ability to work both independently and as part of a team
- Proficiency in web design, coding, and various server and design platforms
- Experience as a tech support worker an asset
- Excellent problem solving and troubleshooting skills
- Familiarity with Adobe programs and diagnostic programs an asset
- Must be able to work in a timely and punctual manner

JOB LOCATION ON-CAMPUS: Student Union Building, room B011

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

DEPARTMENT TOP UP: none

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

HOURS AVAILABLE:

340

HOW TO APPLY:

Send cover letter, resume, and any relevant writing or editing samples to business@martlet.ca by September, 2016. Additionally, please drop off your work-study eligibility form as soon as possible in room B011 of the SUB, (250) 721-8359.