2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS Graphics Coordinator Assistant

DEPARTMENT NAME: University of Victoria Students' Society, SUB Graphics Dept.

CONTACT NAME: Brent Parrish

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
- UVSS event photography and videography
- Care and maintenance for DSLR camera equipment
- Updating video announcement screens in SUB
- Archiving digital 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 social media trends, applications, and media formats
- Basic DSLR photography and or videography experience
- Familiar with Microsoft Office & (preferred) Adobe Creative Cloud

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

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 144

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

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php