JOB POSTING

JOB TITLE: UVSS Website Editor

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 Website Editor will provide technical support for the Martlet’s website. The Website Editor will report to the EIC and the Web Writer, and will be responsible for maintaining, modifying, and updating the Martlet website. The Website Editor will be responsible for the following tasks:

- Maintain update the Martlet website, providing web assistance to the Editor when necessary
- Institute and maintain a social media schedule to regularly update posts
- Update and manage online ads and provide traffic 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
- Help troubleshoot website glitches

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 web editor 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: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 64

HOW TO APPLY:
Send cover letter, resume, and any relevant samples to business@martlet.ca by September 15, 2021. Additionally, please drop off your work-study eligibility form as soon as possible in room B011 of the SUB, (250) 721-8359.

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