2026/2027 WORK STUDY PROGRAM - JOB POSTING

Before applying for a Work Study funded job, students must apply for eligibility to participate in the program. Please visit our website for instructions.

JOB TITLE: UVSS Communications Assistant

DEPARTMENT NAME: University of Victoria Students' Society (Board of Directors)

CONTACT NAME: Errin Johnston-Watson

JOB DESCRIPTION:

Join the University of Victoria Students' Society (UVSS) and work as a part of our communications team!

Ideal candidates for this position will enjoy collaborating with others and have an interest in social media, data analytics, editing, research, and writing. If you're looking to get valuable experience in the communications field, this will be a great fit for you!

This position offers specific real-world career experience for those in fields such as communications, marketing, and business. Participants will gain valuable hands-on experience working with marketing data and materials. Additionally, students will develop an in-depth understanding of post-secondary issues specific to the University of Victoria, and an understanding of the function of the UVSS.

If you're looking to enhance your communications, analytical, research, writing, and presentation skills across various mediums, apply now!

QUALIFICATIONS:

Experience with communicating effectively
Strong organizational and analytical skills.
Strong initiative, enthusiasm, and the ability to work independently
Excellent writing and research skills
Experience working with Microsoft, G suite, and PowerPoint
Experience using website management software is an asset
Experience using and creating content ideas for social media is an asset
Committed to UVSS values and objectives.

JOB LOCATION ON-CAMPUS: remote ☐ on campus ☑ hybrid ☐

HOW TO APPLY:

Please email your resume, cover letter, allotted Work-Study hours and availability to: comm@uvic.ca, Attn: Errin Johnston-Watson, Policy, Research, & Communications Manager