

UNIVERSITY OF VICTORIA  
Astronomy Research Centre

Notice of Vacancy

Communications Officer for the ARC (0.25 FTE)

Salary: \$12,500 per year  
Term position: 1 year (possible renewal for a second year),  
flexible hours, remote work and job sharing possibilities.

Work closely with the Astronomy Research Centre team and Department of Physics & Astronomy administrative staff at the University of Victoria, the ARC Communications Officer will manage the communications internally and externally for the ARC. Main responsibilities include managing the ARC website, updating and reviewing the ARC membership list, monitoring the [sciarc@uvic.ca](mailto:sciarc@uvic.ca) email account, managing seminar announcements, and monitoring the ARC Twitter account. This position is often the first point of contact for inquiries related to ARC and involves communicating regularly with committee members, administrators, faculty, researchers and students. The person in this position may also contribute new written content for the ARC webpages, Newsletter, or Twitter.

Qualifications:

Essential qualifications include:

- Excellent oral and written communication skills to deal effectively with personnel in academic and government institutions.
- Demonstrated respect for privacy, equity & diversity, and conflicts of interest in communications, including through social media and email.
- Experience with website design and content management.
- Experience with software including Microsoft Outlook, Word, Excel, and Powerpoint, or equivalent
- Flexibility in working styles: working as part of a team while also working independently with minimum supervision.
- Attention to details and deadlines.
- Demonstrated interest in astronomy or has an astronomy background.

Additional desirable qualifications include:

- Familiarity with UVic Research Centre policies and procedures.
- Familiarity with the UVic webserver system, Cascade.
- Experience in research outreach, including writing for the public.

Please send your resume to [sgnucci@uvic.ca](mailto:sgnucci@uvic.ca) or [kvenn@uvic.ca](mailto:kvenn@uvic.ca).

We will begin to review applications on August 1, 2021, until the position is filled.