

Team Lead, Student Communications – Office of Student Life

May 2026 – April 2027

Position: Team Lead, Student Communications

Unit & Department: Office of Student Life, Student Affairs

Remuneration: \$24.00/hr + 4% in lieu of vacation and benefits

Number of Openings: 1 position

Employment Term: April 13, 2026 – April 30, 2027, 10-15 hours/week

Position Summary

The Team Lead, Student Communications (TL-SC) position is embedded within [the Office of Student Life \(OSL\)](#), a position dedicated to creating responsive programming that engages UVic students in orientation initiatives, leadership, community-building, and creating safer, more supportive spaces on campus. OSL offers student engagement programming, support, and resolution from student-centered and community-minded lenses in alignment with UVic's [Equity Action Plan](#). The Team Lead will work independently and collaboratively to develop programming, support student staff, manage projects, and engage directly with students and campus partners. With access to OSL workspace and communication tools, the Team Lead, Student Communications will play a key role in shaping student engagement initiatives, implementing strategic priorities, and fostering inclusive, equitable, and community-oriented experiences for UVic students through digital communications.

This role is an exciting opportunity for anyone passionate about working in a student leadership role alongside other students, and creating meaningful, accessible, and engaging digital communications to enhance the student experience at UVic. The Team Lead, Student Communications will act as a vital part of the OSL team, supporting the Communications Officer and the Student Communications Program Team.

To ensure fairness and balance across our teams, students are not able to hold multiple roles within the Office of Student Life at the same time. An exception is made for FYI Mentors, provided no mentee-specific or confidential information is shared with other teams, and any hours completed in the FYI Mentor role are considered volunteer hours.

Key Duties

Under the supervision of the Communications Officer, and within a dynamic programming team, the Team Lead, Student Communications will:

- Co-supervise a team of 4-6 casual student staff ([Student Life Student Staff](#)) by facilitating training and team meetings, delegating tasks, and scheduling shifts
- Alongside the Communications Officer and together with the SC team, co-create engaging and informative student communications content to support the programming objectives of the OSL
- Support the creation of strategic communications plans and campaigns, including researching options, recommending strategies and tactics and creating content calendars
- Produce, strategize and measure social media campaigns and content through Hootsuite and Instagram
- Work collaboratively with other departments to gather information, compose and fact-check content and disseminate to students
- Track and report on metrics for a variety of communications strategies (i.e. email open rates and click-through, social media engagement, etc.)
- Assist with editing, revising and testing online and virtual initiatives and programs
- Research practices related to engaging and accessible student communication strategies
- Support the recruitment, hiring and training of Student Life student staff
- Additional duties as assigned

Core Competencies

The ideal candidate for the role of Team Lead, Student Communications should:

- Be passionate about supporting students to navigate, engage in and thrive throughout their journey at UVic
- Possess a broad knowledge of campus and community resources (including academic, social, safety, health and others)
- Possess an understanding of structural and systemic barriers faced by historically marginalized students, through work and/or lived experiences
- Have excellent written communication skills, including the ability to target communications to specific audiences
- Have experience creating social media content and/or managing social media profiles, ideally in a professional capacity
- Have proficiency in using technology, including the Office Suite (Excel, Word, PowerPoint), Adobe Creative Suite, Canva, web content management systems, and email distribution tools
- Have a commitment to quality, attention to detail and an ability to troubleshoot and problem solve
- Be able to work independently and on a team with excellent interpersonal skills

Additional Assets

- Experience with design, and production such as experience with the development, layout and formatting of materials including social media graphics, reels, infographics, posters, presentations and/or websites
- A background in or knowledge of universal design principles
- A solid understanding of anti-racist and anti-oppressive frameworks and practices

We acknowledge and recognize the lived experiences of students from diverse backgrounds as well as the capacity and potential to work across differences as alternate and equivalent ways to be qualified for this position.

Eligibility

The Team Lead, Student Communications must:

- Be enrolled as an undergraduate or graduate student at the University of Victoria for the duration of the employment term
- Be legally entitled to work in Canada
- **Be available in August for in-person training**
- **Be available to work additional hours over the days of Orientation week (first week of September)**

This position is hybrid, allowing for some remote work as well as some in-person shifts, meetings and event support.

How to Apply

Please indicate your interest in the Team Lead, Student Communications role by filling out this [Microsoft Form](#). Applications must be submitted by **Sunday, February 22 at 11:59 p.m.**

Any questions about this position or the application process can be directed to hayleypark@uvic.ca.

We thank you for your application. Only those who are selected for an interview will be contacted.

The values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments are integral to the Office of Student Life. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Please contact hayleypark@uvic.ca if you require accommodations or support to apply. [Read our full equity statement](#).

At OSL, we value authenticity, creativity, and bringing ourselves into the work we do. Please avoid the use of Generative AI in your application.