

Team Member, Student Communications – Office of Student Life

April 2026 – April 2027

Position: Team Member, Student Communications

Unit & Department: Office of Student Life, Student Affairs

Remuneration: \$21.00/hr + 4% in lieu of vacation and benefits

Number of Openings: 5 positions

Employment Term: August 2026 – April 2027

Position Summary

Student Life student staff roles are embedded within [the Office of Student Life \(OSL\)](#), an office 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](#).

As part of the Student Communications team, this role supports the planning and delivery of student-facing communications initiatives that enhance the student experience. Team Members are part of an entry-level, collaborative cohort of student staff who contribute energy, creativity, and peer insights to OSL programming while building skills in storytelling, leadership, teamwork, and digital design.

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.

Summary of Qualifications

- Current status as a UVic undergraduate or graduate student, available for the full employment term of August 2026 to April 2027
- Lived experience as, and/or experience working with underrepresented students (e.g. 2SLGBTQIA+ students, Indigenous students, BIPOC students, International students, students with disabilities, first generation students etc.) and a variety of students who have diverse worldviews and degrees of familiarity with the campus community.
- Comfort with facilitation and/or presenter experience
- Ability to share information about campus resources in a caring, thoughtful and inclusive ways

- Exercises good judgement and critical thinking
- Strong, accessible communication skills
- Ability to work independently and in a team environment
- Passion for the student experience and community building
- Must have the ability to engage in critical self-reflection and an understanding of the wide variety of different experiences, challenges, and barriers new students may encounter when starting at UVic

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.

Role Expectations: Student Communications

- Support the creation of strategic communications plans and campaigns strategies and tactics and creating rollout schedules
- Produce video, picture, graphic, and text-based social media campaigns and content utilizing Canva, Instagram, Facebook and other channels
- Create engaging and informative student communications content to support programming objectives of the OSL
- Research and integrate social media trends to ensure relevance and engagement
- Align communications and social media with evolving student needs
- Partner with student groups, academic faculties, and campus partners to create responsive campaigns

Employment Term

- August 2026 - April 2027
- All staff **MUST** be available to work orientation shifts and attend in-person training in late August and early September
- 6-8 hours per month
- Availability for shifts during work hours (8:30 - 4:30, Monday - Friday) and some evenings and weekends for special events

How to Apply

Please indicate your interest in the Team Member, Student Communications role by filling out this [Microsoft Form](#). Applications must be submitted by **Monday, March 16 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.