2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : CSRS 2 – Communications Assistant

DEPARTMENT NAME : Centre for Studies in Religion and Society

CONTACT NAME : Rachel Brown (Program and Research Coordinator)

JOB DESCRIPTION:

The CSRS requires a creative and self-directed communications assistant to support CSRS staff with creating promotional materials including, but not limited to, posters, billboards, and social media posts (including Facebook and X). This individual is also required to communicate effectively with other work study students and CSRS staff to undertake these tasks when required - digitally publicizing, recording, and archiving CSRS lectures/events and occasionally updating the CSRS website. The assistant will:

x Digitally create promotional materials using designing applications such as Canva and Adobe InDesign;
x Edit digitally recorded videos and audio (editing includes basic start/stop and trimming of both audio and video recording) of weekly public lectures with Adobe Premier and/or YouTube Studio;
x On a weekly basis, collaborate with CSRS staff and other work study students to upload edited digital video files to the YouTube Channel (and occasionally to Vimeo), as well as audio files to our SoundCloud site;
x Work with the Administrative Assistant to update the CSRS website when needed using the Cascade system (the completion of at least level 1 Cascade training is required at an early stage of the work study program);
x Upload past Newsletters and Annual Reports to CSRS

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php

JOB LOCATION ON- CAMPUS: At home or Sedgewick B102 (when the office is open), other lecture sites on campus (rare potential for off campus events).

WORK STUDY WAGE: $18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $4.00/hour (plus 4% vacation pay)

HOURS AVAILABLE : 100 hours

HOW TO APPLY:

Please email your cover letter and CV to the CSRS Administrative Assistant at csrs@uvic.ca. Please indicate "work-study application-Communication Assistant" in the email subject line.

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