

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** EDUC 1 - SOCIAL MEDIA & VIDEO EDITING ASSISTANT

**DEPARTMENT NAME:** FACULTY OF EDUCATION

**CONTACT NAME:** MICHELLE BUTTERFIELD

**JOB DESCRIPTION:**

The Social Media & Video Editing Assistant is responsible for creating Instagram, LinkedIn and YouTube posts for the Faculty of Education. Working primarily remotely with the Digital Media Officer (DMO) for 10 hours/week, you will create social media posts about the UVic Education student experience, program offerings, events and opportunities for students.

**Week 1:**

This position will begin with training and onboarding (2 days of training, 4 hr/day). Training will include

- Enthusiasm and confidence creating, editing and publishing Instagram posts (Reels and Stories)
- Strong photography skills and willingness to improve (iPhone is ok!)
- Experience with video editing software (iMovie or Adobe Premiere Pro)
- Ability to edit 20-30-minute interview footage (provided) into short highlight reels for Instagram. Use iMovie or Premiere Pro to edit, then publish using Instagram or YouTube.
- Outgoing, friendly personality and confidence to approach other students to gather content
- Effective and confident with remote communication via email and messenger (either Microsoft Teams or WhatsApp) during work hours (M-F 9-5).

**JOB LOCATION & TOOLS:**

This position is primarily remote and hours are flexible aside from scheduled meetings. **However, you will be required to be on campus for photography and content creation throughout the month.** Meetings will happen primarily over Zoom or Teams. UVic will provide you with a laptop computer for remote work **and** access to computer labs on campus if you prefer to edit videos on a larger desktop computer. Computers will have all required editing and communications software installed. UVic can provide a smart phone for posting on Instagram if you do not have one.

**WORK STUDY WAGE:**

\$18.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:**

\$3.00/hour (plus 4% vacation pay)

**HOURS AVAILABLE:**

29

**HOW TO APPLY:**

Email your resume and a brief cover letter outlining why you'd be a great fit for this social media and video editing work-study position to Michelle Butterfield, UVic Faculty of Education Digital Media Officer: [edcom@uvic.ca](mailto:edcom@uvic.ca).