

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENGL 1 – Communications Assistant

DEPARTMENT NAME: English

CONTACT NAME: Richard Pickard

JOB DESCRIPTION:

The English Department Communication Assistant will be responsible for assisting the English Department Communications Committee to brainstorm, organize, and publicize English Department events and publications; to design electronic posters for and promote English courses on social media (Instagram, Twitter, Digicasters); to help with recruiting students to the department's majors, honours and ProComm programs; to research and write stories about students' and graduates' achievements for social media and the department web site; to help maintain English Department social media accounts, in collaboration with office staff; and to liaise with English Department student organizations, among other tasks.

QUALIFICATIONS:

As a valuable part of the English Department Communication team, you will need to communicate professionally and enthusiastically about our English programs and people. You must therefore have excellent communication, writing, and editing skills. Experience with social media communication, design, and event organization are also assets, as is knowledge of English Department programs and courses.

JOB LOCATION ON-CAMPUS: Clearihue Building, English Department

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

HOURS AVAILABLE: 100

HOW TO APPLY: Please send your resumé and a cover email to Richard Pickard at rpickard@uvic.ca

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>