

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

JOB TITLE : ENGL 3 – Pro Communication Promotions Assistant (CUPE)

DEPARTMENT NAME : English (ENGL)

CONTACT NAME : Rebecca Halliday

#### JOB DESCRIPTION:

The Professional Communication Promotions Assistant will assist the Professional Communication Adviser in the promotion of the Professional Communication minor, in particular its new courses. Duties include: to design electronic posters for and promote Professional Communication courses on social media and on campus Digicasters; to update the Professional Communication section of the department website; to compile an updated list of alumni and their achievements; and to assist in the coordination of department events as needed. The assistant will also collaborate with members of the English Department Communications team.

#### QUALIFICATIONS :

As a valuable part of the English Department and the Professional Communication minor, you will need to communicate professionally and enthusiastically about our programs, courses 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 some knowledge of the Professional Communication minor and its courses.

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>