

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENGL 4 – Graduate Program Communications Assistant

DEPARTMENT NAME: English

CONTACT NAME: Dr. Alison Chapman

JOB DESCRIPTION:

This position will work with the Department of English Graduate Adviser, Dr. Alison Chapman, in activities relating to communication about and promotion of the MA and PhD graduate program. Responsibilities might include such activities as program newsletters and social media posts that promote the program and celebrate the success of students and alumni. All training will be given as part of the job.

QUALIFICATIONS:

Essential: Capacity to work collaboratively, with reliability and efficiency, and also with great time keeping.

Preferred: Experience with professional writing and copy editing, MS Excel, social media (e.g. LinkedIn, Instagram, X)

JOB LOCATION ON-CAMPUS: English Department, Clearihue Building

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

HOURS AVAILABLE: 100

HOW TO APPLY:

Email resume (with the name and email address of 2 referees) and letter of application to Dr Alison Chapman (alisonc@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>