

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENGL 5 – Communications Officer / FYI Series Planner

DEPARTMENT NAME: English (ENSH)

CONTACT NAME: Dr. Erin Kelly

JOB DESCRIPTION:

Forum for Your Ideas (FYI) is a discussion series showcasing the interesting and innovative work being done by students, sessional instructors, postdocs, and faculty in UVic's English Department. FYI typically meets (face-to-face) six or seven times during the academic year (September-April), and most sessions last about two hours and include two speakers. Some special FYI sessions involve six or seven speakers offering shorter presentations.

The **Communications Officer / Scholarly Event Planner** will support the FYI Committee in the following ways:

- brainstorming about FYI session ideas;
- respectfully communicating with FYI speakers by email, phone, or in person;
- arranging and booking the session venues;
- collaborating with English Department office staff to ensure the FYI section of the department website is up-to-date and that events are properly advertised and added to departmental calendars;
- designing posters (using PowerPoint, Canva or Photoshop);
- advertising the events by distributing posters around the department; doing social media (adding events to various departmental facebook pages, Instagram, and twitter);
- taking photographs and live-tweeting or live streaming during sessions;
- organizing the venue space for presentations;
- troubleshooting audio-video technology for presenters;
- and tidying up (arranging furniture, etc.) on session days.

This position provides excellent experience in scholarly event planning and an opportunity to learn the appropriate protocols for using social media in a scholarly setting.

QUALIFICATIONS:

No prior event planning experience is required. We will provide on-the-job training. That being said, the following qualifications are essential:

- Strong time management and organizational skills
- Excellent tact and communication skills
- Ability to work independently as well as with a team

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>

- Ability to work creatively with various social media platforms, good computer literacy and a willingness to learn
- An eye for detail and for poster design (ideally, experience with PowerPoint, Photoshop, or other or poster design software)
- Enthusiasm for promoting the work of English Department members

JOB LOCATION ON-CAMPUS: Department of English, Clearihue Building

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

HOURS AVAILABLE: 100

HOW TO APPLY: Send an e-mail to FYI Committee Chair, Dr. Erin Kelly (ekelly@uvic.ca) with