

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM  
For details go to: <http://www.uvic.ca/registrar/safa/work->

- Content Creation Skills: Ability to create engaging written and visual content for social media and the website.
- Organizational Skills: Strong ability to manage multiple tasks, including event support, alum outreach, and meeting attendance.
- Teamwork and Collaboration: Effective collaboration with staff and peers to distribute responsibilities and achieve goals.
- Attention to Detail: Meticulous in compiling newsletters, documenting alum information accurately, and error-checking postings for quality content.
- Interpersonal Skills: Proficient in representing IGOV at events and interacting with students, alums, and faculty.
- Technological Proficiency: Basic Microsoft Office skills, willingness to learn new tools. Preferred experience with Hootsuite, Canva, and Cascade.
- Photography/Videography: Experience in basic photography, videography, and editing, including proficiency with cell phone cameras, is considered an asset.

**JOB LOCATION ON-CAMPUS:** Human and Social Development Building - A260

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

**DEPARTMENT TOP UP:** \$8.50/hour (plus 4% vacation pay)

**HOURS AVAILABLE:** 200

**HOW TO APPLY:** Cover Letter and Resume by email or mail to:

Jack Pawlyna  
[jackpawlyna@uvic.ca](mailto:jackpawlyna@uvic.ca)

Indigenous Governance  
 University of Victoria

PO Box 1700 ST JACCS7P A MCID 48 BDC.V C /TT -13 Vics7P A/6 (ng )1

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