

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : UCAM 2 - Communications and Marketing Assistant (CUPE)

DEPARTMENT NAME : UCAM

CONTACT NAME : James Gutteridge

JOB DESCRIPTION:

Learn what happens behind the scenes at UVic Communications and Marketing by joining our team. You'll gain professional experience that could include market research, campaign planning and analysis, and social and digital media content creation.

You'll have the opportunity to dive deep into work that suit your skillset and to learn new skills in other areas that interest you. Bring your creative ideas to promote UVic's reputation!

Flexible work schedule and location, but must be available to be on campus for some of the work.

QUALIFICATIONS :

Excellent written and oral communications skills. The ability to work independently and exercise good judgement. Detail oriented. Research skills.

Communications and marketing skills that could include:

- x Market research
- x Content planning, creation and strategy for social media, web and/or digital advertising
- x Photo and video shooting and editing (smartphone and DSLR)
- x Campaign monitoring and analytics
- x Image database tagging and organizing
- x Website maintenance / experience with CMS and basic HTML

JOB LOCATION ON- CAMPUS: Sedgewick C149

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

DEPARTMENT TOP UP: \$7.50/hour (plus 4% vacation pay)

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>

HOURS AVAILABLE : 100

HOW TO APPLY: Cover letter and resume to:
Jamie Matibag
University Communications and Marketing
ucam2@uvic.ca

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