

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : UVSS 10 - Graphics Coordinator Assistant

DEPARTMENT NAME : University of Victoria Students' Society / SUB Graphics Dept.

CONTACT NAME : Brent Parrish

JOB DESCRIPTION:

Work in the SUB Graphics Office under the supervision of the department Manager / Art Director.

- Assists in promoting SUB businesses & UVSS events via social media for the UVSS
- Assists Graphics and Communications staff with video & photos
- UVSS event photography and videography
- Archiving digital materials & maintaining an electronic filing system
- Assists the Graphics Department in various administrative duties

QUALIFICATIONS:

- Ability to work independently with little supervision and in a team environment
- Good organizational and analytical skills
- Familiar with social media trends, applications, and media formats, specifically Instagram and TikTok

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