

# WORK STUDY PROGRAM JOB POSTING

**JOB TITLE:** EUSP1 – Project and Event Assistant

**DEPARTMENT NAME:** European Studies Program

**CONTACT NAME:** Nicole Bates-Eamer

## **JOB DESCRIPTION:**

The European Studies Program and the European Union Centre of Excellence seeks an organized and motivated student to assist in the implementation of grant activities, including conferences, workshops, website, and outreach.

Tasks will include updating the EUCE social media sites, including the website, Twitter and Facebook accounts. A potential project will be to develop a newsletter for the project with updates of the activities and events. Three conferences take place in Fall 2014 and the student will work closely with the faculty lead to ensure successful events. The student can expect to learn about the organization, both content and logistics, of an academic conference.

## **QUALIFICATIONS:**

Undergraduate student with an interest in European Studies, must be well organized and be able to work independently. Must have strong writing and research skills. Must also be able to communicate effectively and professionally with colleagues around campus, as well as European guests. Must be flexible in order to complete a variety of tasks. Experience using Microsoft Office and social media sites an asset.

**JOB LOCATION ON-CAMPUS:** Sedgwick C192-5

**WORK STUDY WAGE:** \$11.00      **DEPARTMENT TOP UP: \$2**

**HOURS AVAILABLE:** 200

**HOW TO APPLY:** Please send cover letter and resume to Nicole Bates-Eamer  
nbeamer@uvic.ca

**Applicants must be eligible for Work Study program. For details go to  
<http://registrar.uvic.ca/safa/workstudy/workstudyindex.html>**