

**2024/2025 WORK STUDY PROGRAM
JOB POSTING**

JOB TITLE: ATWP 1 - Communications & Event Assistant

DEPARTMENT NAME: Academic and Technical Writing Program
Faculty of Humanities

CONTACT NAME: Sara Humphreys

JOB DESCRIPTION:

The Academic and Technical Writing Program (<https://www.uvic.ca/humanities/atwp/index.php>) delivers courses on campus that fulfill and relate to the university's Academic Writing Requirement (AWR), including ATWP 110 (Academic Writing Support and Development), ATWP 135 (Academic Reading and Writing), and ENGR 110 (Design and Communication 1). ATWP is committed to research and teaching that prepares students to express themselves in varied rhetorical contexts to audiences of diverse and complex backgrounds.

The Program seeks a work-study student to assist with event organization for a series of conferences and help craft and disseminate digital communication and promotional materials that reach varied audiences. Responsibilities include registration, paperwork, notetaking, publicity and social media management.

QUALIFICATIONS:

Required:

- Excellent written and oral communication skills
- Professionalism and well-developed interpersonal skills
- Experience with event or workshop organization

Desirable:

- Public relations and/or professional writing experience
- Training in digital media communications
- Interest in Writing Studies

JOB LOCATION ON-CAMPUS: ATWP Office CLE D223

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

HOURS AVAILABLE: 100

HOW TO APPLY:

Please send to atwpadmin@uvic.ca (1) an email describing your interest in and qualifications for this position and (2) a recent CV/resume, with the subject line "Work Study".

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>