

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENGL 7 – Communications and Research Assistant
for *UVic Bounce*

DEPARTMENT NAME: Department of English

CONTACT NAME: Rebecca Gagan

JOB DESCRIPTION:

UVic Bounce (www.uvicbounce.ca, @uvicbounce) is a university-wide health promoting initiative whose aim is to support student mental health and well-being through the sharing of faculty stories of challenge and difficulty over social media, through a podcast (Waving, Not Drowning), and through various programs and events. The Communications Officer will support the UVic Bounce Director in the following ways: managing UVic Bounce social media accounts; brainstorming about UVic Bounce expansion ideas; communicating with members of the university community about UVic Bounce and UVic Bounce events (and more) by email, phone, or in person; supporting the arranging and booking of event venues; designing social media posts in Canva; taking photographs and live streaming during events; supporting the development of UVic Bounce's exciting new initiative—a *campus community fridge*.

This position provides excellent experience in communications/marketing and event planning. It is also an exciting opportunity to work on and to support a meaningful student-centered initiative.

QUALIFICATIONS:

Excellent time management and organizational skills

Excellent communication skills

Ability to work independently as well as with a team

Excellent social media skills (comfortable working on Instagram)

An eye for detail and an interest in working with Canva (or similar) to create engaging posts for Instagram

Enthusiasm for promoting the work of UVic Bounce

JOB LOCATION ON-CAMPUS: Department of English, CLE C343

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

HOURS AVAILABLE: 100

HOW TO APPLY:

Send an e-mail with your resume and a cover letter outlining your current role and involvement at UVic (e.g., what degree you're doing; any experience you have, etc.) and why you would like to work with UVic Bounce, to UVic Bounce Founder and Director, Rebecca Gagan (rmgagan@uvic.ca).

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>