

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** THEA 1 – Assistant to Communications Officer (CUPE)

**DEPARTMENT NAME:** Theatre

**CONTACT NAME:** Bernadette McKelvey

#### JOB DESCRIPTION:

This individual will assist with all Theatre Department Marketing and Communications operations.

#### QUALIFICATIONS:

Familiarity with MacO/S, Adobe Suite, Photoshop and other graphics applications. Must be able to work flexible hours (days, evenings, weekends)

**JOB LOCATION ON-CAMPUS:** Phoenix Building

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

**HOURS AVAILABLE:** 175

#### HOW TO APPLY:

Bernadette McKelvey  
Marketing and Communications Manager  
Department of Theatre, University of Victoria  
PO Box 1700 STN CNC  
Victoria BC V8W 2Y2

email: [bmckelve@uvic.ca](mailto:bmckelve@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>