

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
- Familiarity with Microsoft Office & (preferred) Adobe Creative Cloud are a bonus

JOB LOCATION ON-CAMPUS: Student Union Building, UVSS Graphics Office, B109b

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

HOURS AVAILABLE: 170

HOW TO APPLY: Email resume and cover letter including allotted Work Study hours and availability to: artdir@uvss.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>