

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS 12 - Outreach Officer

DEPARTMENT NAME: University of Victoria Students' Society - ZAP Copy

CONTACT NAME: Amit Sood

JOB DESCRIPTION:

Zap Copy is a student-run print shop and retail goods store located in the UVic Student Union Building.

The Zap Outreach Officer is responsible for the following duties:

1. Planning and attending (including set-up and take-down) an information table on campus
2. Inform students and customers about Zap services
3. Taking monthly inventory counts and updating
4. Other duties as assigned

QUALIFICATIONS:

Required

1. Friendly and outgoing personality with good communication skills
2. Demonstrated ability to work independently as well as collaboratively
3. Ability to organize, prioritize, and follow through with planned tasks
4. Familiar with social media
5. Experience with Microsoft Office, Google Workspace, and other relevant apps

Preferred

1. Passionate, knowledgeable & keen to learn new print and print-related process

JOB LOCATION ON-CAMPUS: Student Union Building, Zap Copy, SUB A108

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

HOURS AVAILABLE: 100

HOW TO APPLY: By email with cover letter and resume to zapmanager@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>