

JOB DESCRIPTION

OFFICE ASSISTANT 1 - GRAPHICS DEPARTMENT

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Distributes promotional materials on campus and assists with Social Media accounts for SUB business units, UVSS, and the Board of Directors.

ORGANIZATIONAL RELATIONSHIP:

1. Reports and is responsible to the Art Director but is under the overall authority of the Executive Director.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Distributes posters on campus.
2. Clears bulletin boards in the SUB.
3. Updates messages on SUB Sign.
4. Social Media support for UVSS business units.
5. Maintains SUB sign letters in a file.
6. Keeps SUB sign clean and removes condensation.
7. Assists with general office duties.
8. Other related duties as assigned.

QUALIFICATIONS:

Required:

1. Must be an active member in good standing of the University of Victoria Students' Society (registered in undergraduate classes).
2. Ability to work independently with little supervision.
3. Commitment to a high standard of quality and service.
4. Ability to meet deadlines.
5. Basic keyboard skills.

Preferred:

1. Experience distributing posters.
2. Experience with social media.
3. Experience in an office.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.