

JOB DESCRIPTION

OFFICE ASSISTANT 2 – GRAPHICS DEPARTMENT UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Carries out administrative duties in the Graphics Department.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the Art Director.
2. Is responsible to the Administration and Services Manager through the Art 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. Assists in the day-to-day operations of the Graphics Department.
2. Distributes promotional materials throughout the SUB and on campus.
3. Designs and updates UVSS chalkboards and SUB Sign.
4. Clears outdated promotional materials from bulletin boards in the SUB.
5. Assists in photography and marketing-related projects for SUB businesses.
6. Other related duties as assigned.

QUALIFICATIONS:

Required:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Minimum six months' experience working in a busy office environment.
3. Ability to work independently with little supervision.
4. Ability to work as part of a team.
5. Must be punctual and reliable.
6. Demonstrated attention to detail.

Preferred:

1. Experience with Microsoft and Google Suites.
2. Experience with marketing, graphics, or communications.

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.