



University
of Victoria

Job Title	Marketing, Promotion and Digital Content Co-op
Start Date	January 2, 2018 – April 27, 2018
Length of Contract	4 months
Reports to	Communications Manager/Product Manager (dual reporting)
Closing Date	November 10, 2017

What is CanAssist?

CanAssist is a unique and innovative program at the University of Victoria (www.uvic.ca) focused on using the resources of, and expertise within, the University to develop technologies, programs and services for people with special needs. More information on CanAssist can be found at www.canassist.ca.

Position Description:

The Marketing, Promotion and Digital Content Co-op student provides support on a wide variety of CanAssist projects. The successful candidate will have strong writing and research skills, be comfortable promoting CanAssist at events on campus and in the community, show enthusiasm and initiative, and be a stickler for accuracy. While this position has been filled by Commerce students in the past, it is open to all faculties.

Responsibilities:

- supporting projects, in areas that could include market research, user manual development, user testing of technologies, sourcing content, etc.
- researching, writing and posting content for CanAssist's website and social media channels.
- attending community and campus engagement events, such as staffing a table and answering general questions about CanAssist.
- researching and responding to community requests about technologies.

Submission Requirements and Contact Information:

Please submit a cover letter, resume and contact information for three references to Vicky Irvine, Executive Coordinator, **by November 10th at 4:30 pm**. Late applications will not be considered. Applications may be submitted by fax (721-7299), or via email attachments (vcirvine@uvic.ca). Only those candidates selected for interviews will be contacted.