



University  
of Victoria

<b>Job Title</b>	<b>Technical Writing and Media Creation Co-op</b>
<b>Start Date</b>	January 2, 2018 – April 27, 2018
<b>Length of Contract</b>	4 months
<b>Reports to</b>	Engineering Manager
<b>Closing Date</b>	December 7, 2017

### **What is CanAssist?**

CanAssist is a unique and innovative program at the University of Victoria ([www.uvic.ca](http://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](http://www.canassist.ca).

### **Position Description:**

The Technical Writing and Media Creation 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.

### **Responsibilities:**

We are looking for a passionate and practical writer who would like to apply his or her skills to:

- Create user guides for new and existing CanAssist technologies.
- Assist CanAssist engineering staff with testing technologies from a user's perspective.
- Develop scripts and work with a videographer to create how to videos.
- Create and format other product literature including fact sheets, posters and presentations.

The technical writing and media creation co-op position has shared responsibility for the following:

- Seeks out opportunities for and participates in campus engagement.
- Attends and organizes community outreach initiatives as needed.

### **Qualifications:**

The successful candidate will have very strong writing, with a particular aptitude for presenting technical content in clear, concise and simple prose. This position would be most suitable for a 3<sup>rd</sup> or 4<sup>th</sup> year student who has experience in writing for organizations or media. Experience in technical writing or writing user manuals would be especially useful.

**Submission Requirements and Contact Information:**

Please submit a cover letter, resume and contact information for three references (in PDF format) to Vicky Irvine, Executive Coordinator, **by December 7th 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.