



Job Posting: Communications & Administrative Assistant

Application Deadline: September 23, 2022

Position Summary:

Title: Communications & Administrative Assistant
Organization: Borders in Globalization (BIG) Research Program
Employment Type: Part-time, estimated 10 hours/week
Wage: \$17.50/hour (+4% vacation pay)
Closing date to apply: September 23, 2022

Please email your cover letter and resume to sgruhlke@uvic.ca with the subject line “Communications Assistant”.

About the Project:

Borders in Globalization research program is located at the Centre for Global Studies at the University of Victoria. This Research Partnership brings together a world-wide network of policy actors and academics to study how we manage and think about borders and their implications on people. This involves interrogating the internal and external forces that challenge the territorial integrity of states. The program’s objectives are to foster and integrate policy actors with academic research, and to build knowledge to generate theoretical, empirical and policy relevant expertise required for a better understanding of today’s and tomorrow’s bordering processes.

About the Position:

The successful applicant will play a pivotal role in the day-to-day communication operations of the research program and provide administrative support to the Program Manager. This position requires the successful applicant to be an active member of the office community and assist with all aspects of our communications portfolio including social media, website, newsletters, and mailouts, as well as provide general administrative assistance as needed.

Job Duties and Responsibilities:

Communications (70%):

- Design content for social media platforms including visual and written content
- Update and maintain social media accounts (Facebook, Twitter, LinkedIn, Instagram)
- Assist with the promotion of both the digital and the physical versions of our open access, peer-reviewed journal, *BIG_Review*
- Assist with the development and publication of our quarterly newsletter (Mailchimp platform)
- Regularly update the website (Wordpress)

Administration (30%):

- Maintain accurate and updated tracking of all BIG activities – publications, events, media appearances, and other outputs as directed
- Assist with travel and budget reimbursements
- Compile agenda and supporting materials for advisory board meetings
- Organize regular mailouts of our physical publications
- Conduct other administrative office duties as needed.





Required Experience and Skills:

- Strong working knowledge of social media and research tools including, but not limited to, Facebook, Instagram, Twitter, LinkedIn, YouTube
- Excellent verbal and written communication skills
- Exceptional organization and problem-solving skills and attention to detail
- Ability to work autonomously, with a defined set of duties
- Strong interpersonal communication skills
- Teamwork and a positive attitude are essential

Preferred Experience and Skills:

- Experience with social media in a professional setting
- Experience with Canva, Adobe Photoshop/Creative Suite
- Demonstrated interest in international issues
- French language skills are considered an asset but not a requirement

Supervision and Mentoring:

BIG Program Manager, Stephanie Gruhlke will supervise this position. The successful candidate will report to both individuals, but the overall direction of the program comes from our Program Director, Dr. Emmanuel Brunet-Jailly.

UVic is committed to upholding the values of equity, diversity, inclusion and human rights in our living, learning and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power.

