

JOB POSTING

Position summary:

Position: Office Coordinator – Outreach and Communications

Date Posted: May 15, 2017

Job Type: full-time, Permanent (20.5 hours per week)

Application Deadline: May 29, 4:00 PM

Start date: June 12, 2017

Salary: 22.06/hour, 20.5 hours per week

Number of Positions: 1 of 2

Job description:

The University of Victoria Graduate Students' Society (GSS) is a non-profit society representing the interests of 3,000 masters and doctoral students at the university. The GSS offers many services including a health and dental plan, social and academic events, bus pass, peer support, and advocacy to improve policies affecting graduate students.

The Office Outreach Coordinator is jointly responsible for initial contacts made at our office, booking catering functions, and ensuring smooth internal & member communications with the Office Governance Coordinator. The Office Outreach Coordinator is additionally responsible for getting information about the GSS to our members and broader community. This involves the promotion of the Societies activities through a social media, our bi-weekly email newsletter, and website redevelopment.

Duties

Referrals and Communications (shared duties)

- first point of contact (via phone, email, and in person) for members with questions about the Society, its services and programs
- assist in orienting new students UVic, and with policies in BC and Canada when from outside BC
- referral of students to relevant people within the GSS and departments of the university
- manage displays and distribution of materials
- read, understand and interpret university policies
- provides logistical support to training and informational events for members

Administration (shared duties)

- coordinate all room bookings, maintains room booking system, handles queries about basic catering requests
- handle confidential materials
- manage repair requests for building maintenance
- coordinates
- maintain records and provides reports on use of services
- distribute mail
- handle cash transactions
- assist with calls for candidates and elections to university committees
- maintain presentable work environment

Communications

- Manage, maintain and expand (when relevant) social media channels to build, foster and sustain a positive member image of the GSS, the Grad House restaurant and our programs.
- Compile and construct the bi-weekly e-bulletin content. This includes research and writing topical interest pieces for UVIC graduate students.
- Works with Events Coordinator to promote GSS activities including campaigns, events and Grad House activities.
- Updates and maintains UVIC GSS website using content management systems.
- Works with Operations and Services Manager and the Director of Communication to design, layout and produce content for society publications (such as yearly member handbook and annual report)

Qualifications:

Service oriented

- exercising initiative, good judgment, tact and diplomacy
- friendly and welcoming
- strong listening skills
- patience

Demonstrated experience in administration

- confident using multi-line phones, email and reception
- confident using Windows 8, Outlook email client and calendars, Excel, Word templates, and website updates.
- maintaining administrative procedures and consistent systems

Effective communication skills

- cross cultural communication skills
- ability to explain policies and procedures to people unfamiliar with UVIC and the GSS
- ability to listen and interpret concerns from students unfamiliar with university and health care terminology

- Familiarity with graduate studies and the University of Victoria systems and or medical office environments an asset.

Organizational skills

- ability to organize workload efficiently to meet deadlines and to keep others organized often with multiple demands and regular interruptions
- strong skills to do independent work, to problem solve and to make decisions in an office environment
- problem solver/solution oriented

Outreach skills

- Strong working knowledge of standard office equipment and software, technology-based communications media and desktop publishing
- Confident with Word Press website design and content management applications including best practice in community engagement, web design and content management
- Proficient and experienced working with social media platforms (twitter, Facebook, Instagram) with a strategic level

Schedule:

Monday: 9:30 to 4:30pm,

Tuesday & Wednesday: 9:30am to 1:00 pm,

Thursday: 9:00 am to 4:30 pm

20.5 hours per week with 1 hour unpaid lunch break on Mondays and Thursdays. This position qualifies for Extended Health and Dental Benefits.

How to apply:

Application Deadline: May 29, 4:00 PM

Please send your resume and cover letter attention to: Ms. Brandy Sistili, Operations and Service Manager via email using a single PDF attachment for both letter and resume, and the subject line "Office Coordinator: Outreach", to gsscomm@uvic.ca

We thank all applicants in advance for their time and consideration however only candidates considered for an interview will be contacted.

This is a unionized position.