Vikes Marketing Junior Assistant
University of Victoria, Vikes Athletics and Recreation

Vision and Purpose:

Job Description:
The Vikes Marketing Junior Assistant will participate in a variety of key department marketing activities and graphic design projects. The incumbent will work under the supervision of the Vikes Multimedia Designer to produce impactful material that is compliant with both the Vikes and Vikes Nation brands. The position reports directly to the Vikes Multimedia Designer, with a functional relationship to the Vikes Marketing, Engagement and Programs Team.

Qualifications:
• Eagerness to learn about graphic design principles and best practices
• Familiarity with Adobe Creative Suite software (Illustrator, InDesign, Photoshop)
• Some experience with video production considered an asset
• Familiar with social media platforms and content creation
• Highly organized with the ability to manage multiple deadlines
• A keen eye for detail and creative problem solving
• Excellent interpersonal and communication skills

Key Responsibilities:
• Assist in production of marketing collateral (print, web, video)
• Update graphic templates
• Update digital assets
• Liaise with vendors and help with distribution of marketing materials
• Source and order promotional items
• Assist in the execution of community outreach events and initiatives
• Assist with the execution of marketing strategies, campaigns and promotions
• Plan, collect and execute marketing-driven social media content
• Assist in organizing and archiving digital assets
Terms of Employment:
This position will run from August 13, 2018 to March 31, 2019. A $1500/month salary will be paid biweekly and is based upon a 20-hour workweek.

To Apply:
Interested Candidates should submit a cover letter, resume and portfolio of work by Friday, July 27, 2018 by email to Erin Kenny, Vikes Multimedia Designer at ekenny@uvic.ca. Vikes Athletics and Recreation thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.