

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

NON UNION

JOB TITLE: CHAP 2 – Program Assistant
DEPARTMENT NAME: Multifaith Services
CONTACT NAME: Patti Devlin, MFS Office Coordinator

JOB DESCRIPTION:

Working under the direction of designated Multifaith Chaplains/Faith Advisors, the Multifaith Services Program Assistant(s) support the chaplains and faith advisors by identifying program needs of students. They participate in the planning and organization of events, including event set-up, staffing, and distribution of publicity materials. The program assistant(s) also help to promote activities, may act as event hosts, and support ongoing program evaluation. Past initiatives include the Great Bake Giveaway, Human Connection Project, UVSS Food Drive, Free Hugs, Campus for Compassion event, and The Living Room Visibility Project where chaplains, faith advisors and MFS program assistants served hot drinks to students, while providing information about MFS services and programs.

QUALIFICATIONS:

Students with an interest in and experience with Multifaith programming and/or spiritually based learning, practice, community, and service. Student need to have an ability to work collaboratively with others of different spiritual backgrounds and practices. Students also need to be able to work independently in accomplishing tasks, be reliable, responsible, confident, flexible, willing to help, and be an effective communicator. A desire to learn about Multifaith Services and the university, its regulations, its people, its programs and its community would be most helpful. MFS Program Assistants must attend weekly meetings, and some evening and weekend work relating to events will be required.

JOB LOCATION ON-CAMPUS

Multifaith Services Office, Interfaith Chapel and other program locations on campus

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)
DEPARTMENT TOP UP: \$ 3.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 150
Hours flexible, includes some later afternoons & evenings

HOW TO APPLY: Send your cover letter and resumé to Multifaith Services:
Email: chaplain@uvic.ca
Drop off: Multifaith Services office: Interfaith Chapel,
Parking Lot 6 (Next to Finnerty Gardens)

Applicants must be eligible for Work Study Program
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

Mail: Multifaith Services,
 Interfaith Chapel,
 University of Victoria,
 Victoria BC, V8W 3P1

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