

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: DMSC7 - Science Outreach Coordinator

DEPARTMENT NAME: DMSC

CONTACT NAME: Dr. Jane Gair

JOB DESCRIPTION:

Let's Talk Science (LTS) is a national volunteer science outreach organization. The UVic branch of LTS partners with the Centre for Biomedical Research to provide volunteer opportunities for graduate and undergraduate students, and to bring science and activities and science literacy to schools and communities on Vancouver Island.

This position is for a Science Coordinator to help with the daily running of the LTS program at UVic. The main duties include some or all of the following:

- Helping with the recruiting and training of volunteers.
- Recruiting educators around Vancouver Island.
- Maintaining and updating the LTS database of activities and the UVic LTS website.
- Soliciting funding and support for the program at UVic.
- Writing reports for funders and supporters and national office.
- Balancing budgets and keeping track of program funds.
- Helping with Aboriginal outreach activities and visits.
- Liaising with other science outreach programs and organizations at UVic.

QUALIFICATIONS:

- excellent written and spoken English
- excellent organizational and time-management skills
- excellent communication skills
- reliable and responsible
- proactive and shows motivation and initiative
- positive attitude and likes working with people – especially children
- some understanding of databases, websites etc

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

JOB LOCATION ON-CAMPUS: MSB 330/ Petch 008

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

DEPARTMENT TOP UP: \$ 0

HOURS AVAILABLE: 50 hours

HOW TO APPLY:

Please apply by email with cover letter, CV and references (2) to jgair@uvic.ca