

## **WORK STUDY JOB POSTING**

### **For HR/CUPE 951 USE ONLY**

\_\_\_\_\_ CUPE \_\_\_\_\_ non union

Vetted By: \_\_\_\_\_ Date: \_\_\_\_\_

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**JOB TITLE:** HUMA1 – Program and Special Events Assistant

**DEPARTMENT NAME:** UVIC Family Centre

**CONTACT NAME:** Miriam Curtis (mcurtis@uvic.ca)

### **JOB DESCRIPTION:**

This position will assist Family Centre Staff and Practica Students with planning, implementing and evaluating age appropriate programming for pre-teens in a weekly afterschool program and providing support as needed to ECE programs. It will also include assisting with the planning and implementation of monthly special events that include student families with children of various ages – preparing and distributing flyers, setting up and clearing up activities. These events may include Potluck Suppers, Breakfast Program, Winter Celebration, and Family Outings.

### **QUALIFICATIONS:**

Genuine interest in the diversity of student families at UVic  
Flexibility to work in a family friendly environment  
Some experience in program planning and implementation  
Computer literate  
Experience working with and supporting volunteers  
Ability to work as part of a team and to work independently  
Experience working with or relating to pre-teens would be an asset

**JOB LOCATION ON-CAMPUS:** UVic Family Centre (Lam Circle and Finnerty Rd.)

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

**DEPARTMENT TOP UP:**

**HOURS AVAILABLE:** 150 hours

### **HOW TO APPLY:**

Cover Letter and resume via email to: [familyc@uvic.ca](mailto:familyc@uvic.ca)  
Attention: Miriam Curtis or in person to the UVic Family Centre

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