

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: INAF1 – Creating Caring Communities (CCC)
Student Events Assistant

DEPARTMENT NAME: Office of Indigenous Academic and Community Engagement

CONTACT NAME: Lalita Kines, Manager of Indigenous Academic and
Community Engagement

JOB DESCRIPTION:

- The CCC Student Events Assistant will assist the Office of Indigenous Academic and Community Engagement in the planning, coordination and implementation of CCC student initiatives:
 - Noon networking lunches
 - Academic writing, math, and science tutor program
 - Aboriginal focus and diverse cultural activities
 - Workshops and special student events
 - Collect statistical data on event participation rates and take photographs for reporting purposes
- Develop a centralized event coordination process system
- Organize and assist with the development of student educational opportunities and community-building initiatives (inviting various Uvic student and ancillary services to host lunch events). Creating a sense of community and support for all students on and off campus.
- Assist with outreach and communications for CCC events and initiatives utilizing a communication strategy via Facebook, email, posters, and announcements at key student events.
- Network with relevant UVic faculties, departments, student groups, and community organizations to foster Indigenous student, staff, faculty, and community engagement in CCC events.
- Develop and maintain a positive and inclusive presence in the First Peoples House
- Coordinate forums and collect feedback regarding student wellness
- Attend staff meetings and provide oral and/or written reports on CCC initiative
- General office support and other duties as required

QUALIFICATIONS:

- Awareness of UVic's Indigenous student programs, services and overall student community
- Experience in planning and coordinating events/activities

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

- The ability to prioritize multiple tasks and work independently
- Self-motivated and able to take initiative
- Exceptional written, oral, and interpersonal communication skills
- Demonstrated sensitivity towards and understanding of the diverse complexities involved in Indigenous cultural practices and protocols
- Experience organizing activities or events in Indigenous communities
- Must exercise a high level of integrity surrounding cultural and confidential matters

JOB LOCATION ON-CAMPUS: First Peoples House

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

DEPARTMENT TOP UP: \$ 4.00 per hour

HOURS AVAILABLE: 140

HOW TO APPLY:

Please submit your cover letter and resume to:

Lalita Kines
Manager, Office of Indigenous Academic and Community Engagement
First Peoples House Room 147
PO Box 1700 Stn CSC
Victoria BC V8W 2Y2
Email: lalita@uvic.ca
Phone: 250-472-4618

In accordance with the University's Equity Plan and pursuant to Section 42 of the BC Human Rights Code, the selection will be limited to members of the following designated group(s). Candidates from the group(s) are encouraged to self-identify.

- Aboriginal