

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

_____ CUPE _____ non union

Vetted By: _____ Date: _____

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JOB TITLE: PHSP – Public Health Archives Assistant

DEPARTMENT NAME: Public Health and Social Policy

CONTACT NAME: Carmel Chamberlain

JOB DESCRIPTION:

The work study student will under the direction of the PHSP Director's Assistant. Main duties include:

- Working collaboratively with PHSP faculty member and staff to sort documents / media for public health archive
- Liaising with UVic Archives librarian or their delegate
- Scan relevant documents and/or organize for transfer to library
- Assist with coordination of removal of all materials
- Summarize key components for archive, suitable for distribution and publication of information about archive
- Other duties, as required, related to the public health archive creation

QUALIFICATIONS:

- Demonstrated knowledge, skills & abilities in literature searching and research databases organization
- Experience with librarian work or archiving work would be an asset
- Excellent interpersonal, communication and networking skills
- Strong time management, planning and organizational skills
- Computer experience with MS Office program (Word & Excel) and MS Outlook mail application

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

- Ability to work effectively in a team environment along with the ability to take initiative and work independently.
- Interest in personal & professional growth
- Positive attitude & willingness to learn about PHSP and the field of health promotion and public health
- Working flexible hours is required

JOB LOCATION ON-CAMPUS: School of Public Health and Social Policy

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

DEPARTMENT TOP UP: N/A

HOURS AVAILABLE: Max 8 hours per week variable schedule (as per work study student's preference)

HOW TO APPLY:

Please send resume and cover letter outlining skills & abilities related to the position to Carmel Chamberlain, Assistant to the Director, PHSP via email phspdirasst@uvic.ca