

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

NON UNION

JOB TITLE: SOCI3 – Transgender Archives & Chair Assistant

DEPARTMENT NAME: Sociology

CONTACT NAME: Dr. Aaron Devor
Chair in Transgender Studies
Founder & Academic Director, The Transgender Archives
Professor of Sociology

JOB DESCRIPTION:

The successful candidate will assist the Chair in Transgender Studies in promoting knowledge of the Chair among constituent groups, building support for Chair activities, encouraging participation in Chair events, and assisting the Chair in research projects. A major component of the job will be assisting in the archival processing of materials in The Transgender Archives at the direction of the Special Collections Director or designate. A second major component of the job will be assisting before, during, and after the Moving Trans History Forward conference being held at UVic during March 2018. Tasks include the audio/video recording of Chair events.

QUALIFICATIONS:

Applicants must have good interpersonal, analytical and communication skills; must have ability to work both on their own and directly with a supervisor; must be well organized and have an excellent attention to detail. The successful applicant will have some experience in audio/video recording and production, and the Microsoft Office Suite. Experience in event planning is an asset. Experience working with archives, libraries, museums, or cultural centers an asset but not required. Familiarity with the transgender community is a definite asset but is not required

JOB LOCATION ON-CAMPUS: Sociology & Mearns Centre/McPherson Library

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

DEPARTMENT TOP UP: \$2.00/hour

HOURS AVAILABLE: 190

HOW TO APPLY: Please email your cover letter & resume to
transchair@uvic.ca

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