

WORK STUDY JOB POSTING

JOB TITLE: UVSS_BOD2 – Research & Communications Assistant
DEPARTMENT NAME: University of Victoria Students' Society (Board of Directors)
CONTACT NAME: Ben Johnson

JOB DESCRIPTION:

The University of Victoria Students' Society (UVSS) advocates for students at UVic through awareness campaigns. Campaign issues include public transit, campus sustainability, accessible post-secondary education, mental health, and sexualized violence. The Research & Communications Assistant reports and is responsible to the UVSS Board of Directors through the Research & Communications Manager.

DUTIES:

1. Assist the UVSS Research & Communications Manager in conducting research that supports the work of current UVSS campaigns.
2. Assist in member outreach activities that support the campaigns, events, and services of the UVSS.
3. Be a fun and enthusiastic brand ambassador for the UVSS who proactively engages with students to connect them to the activities of the Students' Society.

QUALIFICATIONS:

1. Thorough understanding of the purposes and functions of a University Students' Society.
2. Thorough understanding of post-secondary education issues.
3. Demonstrated research skills.
4. Demonstrated experience in public outreach and advocacy campaign work.
5. Demonstrated experience using office productivity software (Google and Microsoft)
6. Demonstrated ability to work in a collaborative team-based environment.
7. Demonstrated ability to assume key tasks with little supervision.

JOB LOCATION ON-CAMPUS: Student Union Building, Students' Society Center, B103.

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

DEPARTMENT TOP UP: \$1.55/hour

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

HOURS AVAILABLE:

170

HOW TO APPLY:

Please email your resume and cover letter to: comm@uvic.ca attn: Ben Johnson, UVSS Research & Communications Manager.

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