Centre for Youth & Society UVic

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Job Posting: Centre Research Assistant
Part time 12 hours/week (daytime)

The Centre for Youth and Society (CFYS) University of Victoria, conducts research anchored by collaborative partnerships with local, national, and international youth serving and youth led organizations. Our efforts are concentrated in interdisciplinary research, graduate student training and knowledge mobilization on the relationship between youth and society. **See our website: http://www.youth.society.uvic.ca/**

The primary roles of the available position are research assistance and research communications.

KEY TASKS:

- Conducting literature searches and scans for research using various tools (e.g., online databases, search engines, library catalogue); Appropriate referencing of materials (APA)
- Centre communications, development and writing of electronic news bulletins, educational briefs, promotional materials, newsletter articles
- Social media and the creation of web content
- Support for project management of the Centre
- Summarizing conclusions from data analysis and writing of findings for a range of audiences
- Planning meetings and conferences of the Center
- Provide other research assistance on projects undertaken by the Centre

QUALIFICATIONS:

Demonstrated interest in youth health, education and well-being (evidenced through academic studies and/or community volunteer work), familiarity with research and library databases, clear writing, and at least 3rd year undergraduate studies. Excellent organizational and communication skills. Must have experience with social media tools such as Facebook, Twitter and Hootsuite.

Experience writing for family and youth education and health practitioners is considered an asset. Knowledge of In Design and/or Publisher an asset. Other assets include any one of: photography, video editing, graphic design and layout.

REQUIRED SKILLS AND ABILITIES

- Excellent written and oral communication skills
- Strong analytical, problem-solving and research skills with attention to detail
- Strong interpersonal skills
- Ability to manage and prioritize tasks effectively
- Ability to work both independently and within a team environment
- Excellent working knowledge of Microsoft Word and Excel, Microsoft PowerPoint is required.

Position Hours: a part time 12 hours/week (daytime). $16/hour. Position will start in late August/early September 2016. Four hour shifts three times per week – ideal for a part time student.

Application Deadline: August 24, 2016
This posting will remain open until filled.
Apply with resume, cover letter, contact info for three references, and a five to ten page academic writing sample (such as a course assignment, paper) to:
Tricia Roche, Associate Director
cys@uvic.ca **with a subject line** "application CFYS Centre Research Assistant"