

Department of Writing
Call for Applications: Specialist Instruction Academic Assistantships (CUPE 4163)

The Department of Writing is hiring Academic Assistants to support Professional Writing courses in the 2025-26 academic year. All positions are subject to funding availability and/or course cancellation.

Assistants will be paid at the Senior Assistant rate: **\$34.72 per hour (\$31.80 per hour + Academic Income Supplement \$2.92 per hour)**, plus 4% pay in lieu of vacation time.

To be eligible, students must meet the general following criteria:

- student has previously completed the Professional Writing courses with an A grade or better;
- have good academic standing;
- Canadian and international students are eligible.

All Academic Assistants are required to attend the CUPE 4163 orientation in Fall 2025 and calibration meetings with the course instructor(s) at the beginning of the term.

To apply, submit your application to (writinggradadvisor@uvic.ca) by **Friday August 1**. Decisions will be made by August 15. Materials include:

1. application form indicating course preferences;
2. current curriculum vitae.

Fall 2025 1 position available, 45 hrs/term, enrolment depending

WRIT 215 Journalism and Professional Writing (M & R 1:00-2:20pm)

Spring 2026 1 position available, 120 hrs/term

WRIT 102 Introduction to Professional Nonfiction (M & R 10:00-11:20am)

Academic assistant to offer peer support to students seeking mentorship/advice, assist professor with administration and research related to specialized assignments and projects, including Brightspace, reviewing student journal entries, tracking attendance, and marking.

Selection Criteria

Appointments will be made in accordance with the [CUPE 4163 Component 1 and 2 Appointment Priority Policy](#).

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Read our [full equity statement](#). The University's full equity statement is dated Fall 2024.

Priority will first be given to graduate or undergraduate students enrolled in the department's graduate or undergraduate program, in accordance with Appendix A:

1. graduate students in their 2nd year;
2. graduate students in their 1st year;
3. graduate students in their 3rd+ year;
4. undergraduates;
5. others/non-students.

Additional selection criteria include: qualifications and ability based on academic merit and related experience, the career and/or pedagogical value that the experience in a particular position will provide the student, the student's preferences, and other sources of graduate student financial support being received.