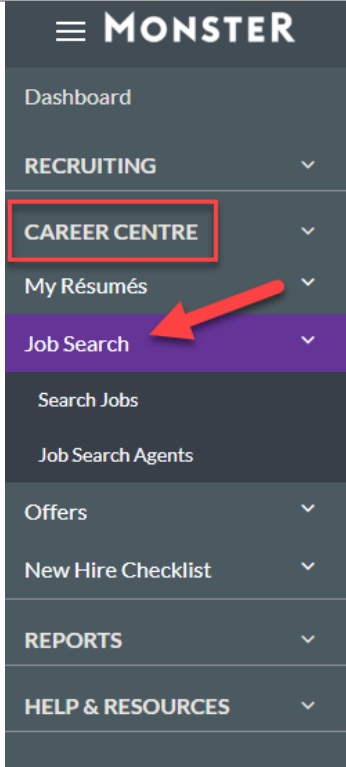
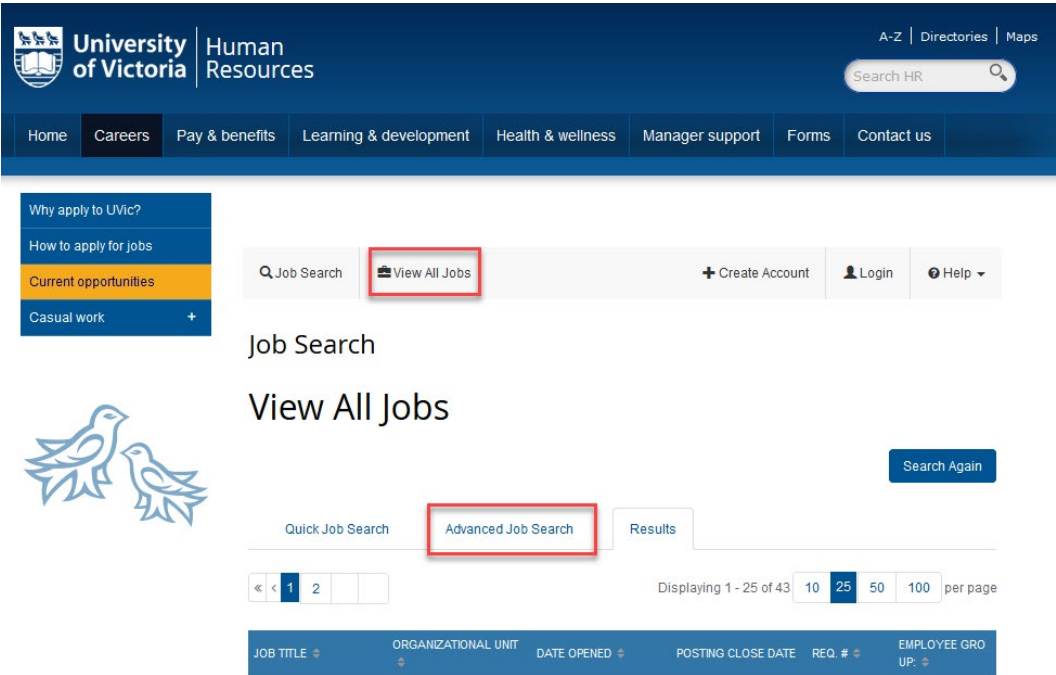


BROWSE AND APPLY FOR JOBS

This quick guide describes how to search and apply for a job at the University of Victoria using the Uvic Careers system. More resources can be found at <https://www.uvic.ca/hr/manager-support/hiring/post-job/index.php>

#	INSTRUCTIONS	SCREENSHOT
1	If you already have a Uvic Careers account and have logged in, choose Job Search from the Career Centre tab.	
2	If you are not logged in, you can view all jobs from the Uvic website at: https://uvic.mua.hrdepartment.com/hr/ats/JobSearch/viewAll You can also search by keyword or category using the advanced job search tab.	

Job Details

[← Back to Search Results](#)

Community Engagement and Projects Coordinator - (992085)

[Tweet](#)

[in Share](#)

Share this job as a link in your status update to LinkedIn.

Organizational Unit University of Victoria -> VP Finance and Operations -> Budget & Capital Planning

Posting Close Date 29 June 2018

Please note that positions will close at 4 p.m. on the closing date.

FTE 1.0

Salary Grade \$45,994.00 - \$51,766.00

Salary posted reflects full FTE (will be prorated for part time)

Classification SG5

Start Date 9/10/2018

End Date 9/10/2019

Employee Group: PEA - Term

of Hires Needed 1

Additional Posting Information N/A

Category Communications/Public Relations

About this Opportunity The University of Victoria is one of Victoria's largest employers and one of Canada's best diversity employers. Together we are more than 5,000 dedicated faculty, librarians and staff supporting the University of Victoria's diverse academic programs, world-class research and commitment to civic engagement.

[Reward our employees click here.](#)

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact Kam Cheema, HR Programs and Project Manager, at uviccareers@uvic.ca. Any personal information provided will be maintained in confidence.

Additional Information ■ 992085-VPFO-2018-FOR JD-Community Engagement and Projects Coordinator-SG5

[➔ Apply to this Job](#)

3

If you see a position that interests you, select the job title to view the job details.

4

Click the Apply to this Job button at the bottom of the screen.

INSTRUCTIONS

SCREENSHOT

From the Résumé Profile Creation screen, select Upload Résumé if you have an electronic copy of your resumé.

Acceptable resumé formats include MS Word, RTF, plain text, HTML and text-based PDF.

NOTE: The platform used to manage UVic Careers collects all of your attachments and application submissions to a single applicant workbench for each user. If you are applying to multiple positions, your application and attached documents may be viewed by members for Hiring Committees for any of the applied to positions.

You may manage your attachments at any time from the Career Centre – My Résumé – Résumé Attachments

Your Profile Cashier - (H9985.59)

Step 1 Résumé Profile Creation	Step 2 Cover Letters	Step 3 Attachments	Step 4 Diversity Information	Step 5 Preview
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Résumé Profile Creation (This step is required)

[Upload Résumé](#)

UVic Application Form

* Indicates required field

PLEASE NOTE: THE FORMATTED VERSION OF YOUR RÉSUMÉ/CV WILL BE ACCESSIBLE AND VIEWABLE BY THE RECRUITMENT TEAM.*

B I U [Rich text editor toolbar]

[Empty text area]

5

Tip: The system saves a plain version of your resumé for easy previewing. It also saves your resumé in PDF format. The original formatting is viewable by the selection committee.

Choose Next.

Résumé Attachments Belinda Fontes

ATTACHMENT DESCRIPTION
NOTE TO APPLICANTS: ATTACHMENTS LISTED BELOW WILL APPEAR ON ALL APPLICATIONS. IF YOU WISH TO REMOVE AN ATTACHMENT, CLICK ON THE X NEXT TO THE FILE NAME. THE ATTACHMENT WILL BE REMOVED FROM ALL APPLICATIONS.

FIND FILE *
Browse...

RÉSUMÉ/CV ATTACHMENT NAME	ATTACHMENT DESCRIPTION	ACTIONS
Belinda Fontes Resume 2.docx		<input type="button" value="X"/> <input type="button" value="X"/>
Belinda Fontes Resume.docx		<input type="button" value="X"/> <input type="button" value="X"/>

v15.1.0.3



If you wish to provide a cover letter you can create it here. Type your cover letter in the Cover Letter field, or copy and paste from your files. You must give your letter a name.

This step is optional, though submitting a cover letter is recommended.

Choose Next or Skip Step.

Your Profile Cashier - (H9985.59)

Step 1 Résumé Profile Creation | **Step 2 Cover Letters** | Step 3 Attachments | Step 4 Diversity Information | Step 5 Preview

Cover Letters (Any attachments listed below will be submitted with your application.)

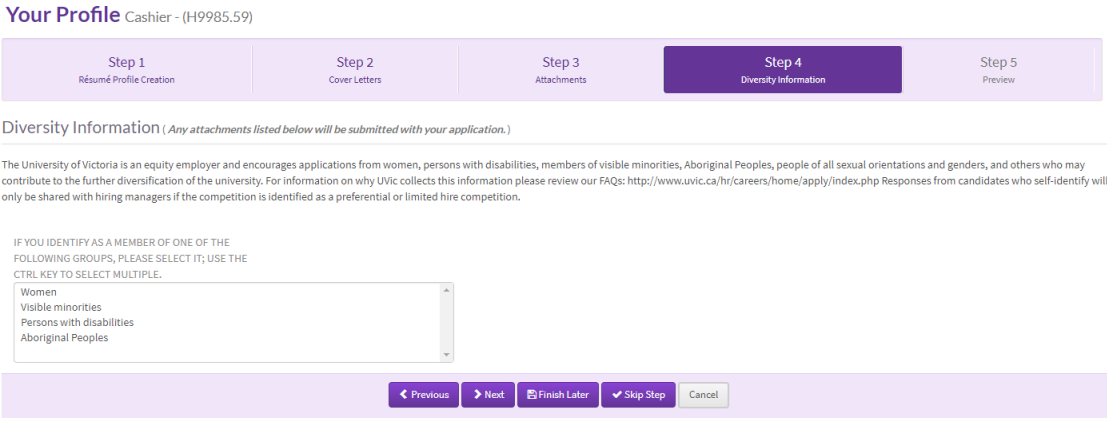
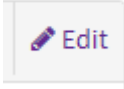
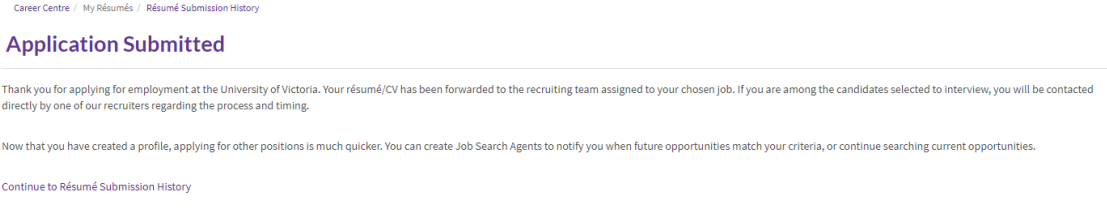
FIND THE COVER LETTER:
Browse...

The fields with a red * are required. Valid file formats include .doc, .docx, .wpd, .rtf, .txt, HTML, and text-based PDF. There will be a short delay while the Cover Letter is being uploaded. Please do not click on the button to continue more than once. This window will automatically close when the uploading has completed.

After the upload has completed, you will have the opportunity to add or modify any of the information imported into the form.

COVER LETTER NAME *

COVER LETTER CONTENTS (TYPE TEXT IN FIELD OR CUT AND PASTE FROM EXISTING COVER LETTER.) *

#	INSTRUCTIONS	SCREENSHOT
	<p>Please provide diversity information if you wish. This step is optional.</p> <p>Diversity information is used for university reporting purposes only.</p> <p>Choose Next or Skip Step.</p>	
	<p>Review your application on the Preview screen. It will appear in plain text. However, your formatted résumé will be viewable by the selection committee.</p> <p>When you are satisfied with your application, choose the Finish button to submit your application.</p>	<p>Use the <i>Edit</i> icon to make changes.</p> 
	<p>You will receive a message that you have successfully completed the application process. Congratulations!</p>	

You can log into the Career Centre to check your Résumé/CV Submission History at any time.

If you are under consideration for the position, you will receive an email from the hiring administrator outlining the process and next steps.

The screenshot shows the Monster Career Centre interface. On the left is a dark sidebar menu with the Monster logo at the top. Below the logo is a 'Main Menu' section. Underneath, there are several menu items: 'CAREER CENTRE' (with a dropdown arrow), 'My Résumés' (with a dropdown arrow and highlighted in purple), 'Résumé', 'Cover Letters', 'Résumé Attachments', 'Résumé Submission History' (highlighted with a red rectangle), and 'Interview Invitations'. The main content area on the right is titled 'My Résumés' and includes a search bar with 'Employees' selected and a search icon. Below this is a breadcrumb trail: 'Career Centre / My Résumés / Résumé Submission History'. The main heading is 'Résumé Submission History'. Underneath is a section for 'Completed Applications' with a pagination control showing '1' of 1 items. At the bottom, there are column headers for 'REQ #', 'JOB TITLE', and 'LOCATION'.