2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: FACU1 - Research Assistant

DEPARTMENT NAME: UVic Faculty Association

CONTACT NAME: Elisabeth Gugl

JOB DESCRIPTION:

Research Assistant (RA) provides the Association with research, IT, and filing/archival support.

Duties:

- Research COVID health and safety issues and other COVID best practices across other post-secondary institutions

- Conduct research and data analysis regarding privacy and intellectual property (IP) concerns, technical issues and workload with online teaching

- Conduct comparative labour research on faculty collective agreements across Canada

- Analyze and interpret survey results, conduct research related to collective bargaining issues

- Conduct research related to anti-racism initiatives in the post-secondary sector

- Update the Faculty Association website

- Filing and archival work, as needed

- Other related tasks as required, as assigned by the Supervisor

QUALIFICATIONS:

Upper Year Student (GPA 6.8 or higher) or Graduate Student

Preferred Field of Studies: Open

Skills:
- Demonstrated ability to conduct research

- Excellent written communication skills

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
- Knowledge of Outlook, Excel, Word, and Adobe Acrobat

- Basic web maintenance, including experience with WordPress would also be an asset

- Demonstrated ethical and professional behavior

- Initiative and good judgment

**JOB LOCATION ON-CAMPUS:** University House 2 (but mostly online)

**WORK STUDY WAGE:** $16.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** $2.00/hour

**HOURS AVAILABLE:** 158

**HOW TO APPLY:** Submit Cover Letter and Resume to adminfa@uvic.ca