

2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: Assistant, Student Leadership Program

DEPARTMENT NAME: Office of Student Life, Student Services

CONTACT NAME: Lily Han
Manager, Student Equity and Social Justice Education
Office of Student Life

JOB DESCRIPTION:

The Office of Student Life (OSL) strives to advance UVic's vision of community building and supporting a post-secondary education experience that nurtures the full development of students. Through unique and dynamic programming and initiatives, the OSL provides opportunities for meaningful engagement in extra-curricular spaces, supporting the capacity of all students to establish belonging and connection, and engage in holistic learning and growth. The OSL is also responsible for the investigation and resolution of non-academic student misconduct allegations. Working closely with campus partners, the OSL supports the coordination and response for high-risk non-academic student issues that require case management support.

The Office of Student Life (OSL) has an opportunity for an organized, passionate student interested in social justice and transformative leadership approaches to programming. The Student Leadership Program Assistant will support with a student consultation process and revamping of the OSL student leadership program. This process will use an emergent approach and will likely include both virtual and in-person strategies for student engagement and feedback.

Duties will include the following:

- Virtual and in-person outreach and engagement with students and student groups
- Logistics and organizing of consultation meetings, events, and strategies
- Attending staff meetings and meetings with student groups
- Drafting emails, web content, promotional materials, and/or information sheets
- Record keeping, minutes, and other forms of written documentation
- Additional duties as assigned

QUALIFICATIONS:

We are looking for candidates who are:

- Passionate about social justice and transformative leadership

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>

- Knowledgeable about structural and systemic barriers faced by historically marginalized students, through work and/or lived experiences
- Self-directed, able to multi-task effectively, and detail oriented
- Skilled in written and verbal modes of communication
- Comfortable with outreach and possess excellent interpersonal communication skills
- Interested in working for and with diverse students and student groups
- Flexible, highly adaptable, and interested in working in new and emergent teams and projects
- Proficient in the use of Microsoft Office programs (e.g. Word, Excel, PowerPoint, etc.)

Additional assets for this position include:

- Knowledge and experience with website design and/or graphic design
- Marketing and communications experience

Direct experience with peer mentorship, engagement or support, as well as experience with program development is considered an asset. The OSL also recognizes and will consider volunteer labour, lived experiences and/or experiential knowledge as alternate and equivalent ways to be qualified for this role.

JOB LOCATION ON-CAMPUS: Jamie Cassels Centre / Remote Location

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

DEPARTMENT TOP UP: \$3.00/hr

HOURS AVAILABLE: 325

HOW TO APPLY: Please email your cover letter and resume to eventassist@uvic.ca with the subject line "Work Study – ASLP Application"

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