2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ALUM1 Program Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: UVic Alumni Relations

CONTACT NAME: Erica Youds

JOB DESCRIPTION:

The UVic Alumni Relations office is looking for an enthusiastic and dynamic Program Assistant. The Program Assistant will support the implementation of Alumni Relations programming through event, communications and data projects.

Specific tasks will include supporting alumni event logistics and promotions, completing event data entry, analyzing alumni engagement data, helping to create content for alumni social media channels, and conducting research and administrative work for various alumni initiatives (such as the Alumni ONECard program). The Program Assistant will work closely with the Alumni Relations Manager, and will also have the chance to work with various members of the Alumni Relations team on projects.

QUALIFICATIONS:

The ideal candidate will:

• Have strong organizational, time management and communication skills
• Be familiar with MS Office; including experience working with complex spreadsheets, data sets and formulas in Excel
• Be detail-oriented, with the ability to learn new processes and systems
• Be committed to and have experience in excellent customer service
• Have previous event or engagement program experience
• Have some social media background
• Be interested in learning more about event planning, public relations, data analysis, and the UVic Alumni Association.

JOB LOCATION ON-CAMPUS: Alumni House, Ian Stewart Complex, Room 269

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

DEPARTMENT TOP UP: $3.00/hour

HOURS AVAILABLE: 240

HOW TO APPLY: Please send your cover letter and resume, including two references and the number of Work Study hours approved to work, by email to:

Erica Youds
Manager, Alumni Relations, University of Victoria
alumnimanager@uvic.ca