JOB TITLE: ALUM1 - Events Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: UVic Alumni Relations

CONTACT NAME: Marlene Davie

JOB DESCRIPTION:

The UVic Alumni Relations office requires an outgoing and energetic Events Assistant. In this role, the student will provide assistance and support for a variety of tasks related to alumni events that are held locally, nationally and internationally. Including and not limited to gathering data from various sources and generating reports. Reporting will be qualitative and quantitative. Update the alumni website. As well as assistance with social media.

QUALIFICATIONS:

The ideal candidate will:

• Have strong organizational, time management and communications skills.
• Be proficient in MS Office.
• High-level proficiency in Microsoft Excel including ability to manage complex spreadsheets, data sets and mid-skill-level formulas.
• High level of technological proficiency.
• Passion for numbers, data and attention to detail.
• Ability to track and communicate complex sets of information easily.
• Knowledge of the university’s web system would be an asset.
• Previous event experience.
• Have some social media background.
• Interested in learning more about event management, event promotions, and the UVic Alumni Association.

The student must qualify for Work Study and be a full-time UVic student (registration in at least 4.5 units of credit) with financial need. You also need to have a valid Social Insurance Number before applying.

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: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $3.00/hour

HOURS AVAILABLE: 240

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

Marlene Davie
Senior Alumni Engagement Officer, University of Victoria
alumni@uvic.ca