

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CAPI1 – International Internship Program Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Centre for Asia-Pacific Initiatives

CONTACT NAME: Robyn Fila

JOB DESCRIPTION:

Since 2003, CAPI has been working closely with partner organizations across the Asia-Pacific to offer international internship placements to UVic students. CAPI's current program is working with partners in Malaysia, Thailand, Indonesia and Japan. The Internship Program Manager will support various project components including communicating with interns and intern alumni, coordinating intern events on campus, supporting the program's pre-departure and reintegration sessions, program reporting and supporting components of the project's social media and online activities such as blogs and podcasts.

The successful candidate should be able to dedicate approximately 12 to 14 hours per week to this position on an ongoing basis (with flexibility to work more hours prior to, and during events) and should take a keen interest in CAPI's ongoing activities, initiatives and events.

QUALIFICATIONS:

- Excellent communication skills (written and oral)
- Knowledge of and experience with social media platforms
- Interest in the Asia-Pacific region
- Strong research and writing skills
- Creative and well-organized
- Ability to take initiative and work as a team member

JOB LOCATION ON-CAMPUS: CAPI Office, Sedgewick C137

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$3.00/hour

HOURS AVAILABLE: 100

HOW TO APPLY: Please send cover letter and resume to Robyn Fila at rfile@uvic.ca

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>