JOB TITLE: CAPI 1 - International Internship Program Assistant

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, India and Japan with a focus on migration and community development. The Internship Program Assistant will support various project components including communicating with current 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 experiential learning and experience with social media
- Knowledge of 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: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $ 3.00

HOURS AVAILABLE: 212

HOW TO APPLY:

Please send cover letter and resume to Robyn Fila at rfila@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php