JOB TITLE: CAPI 2- QES Program Assistant

DEPARTMENT NAME: Centre for Asia-Pacific Initiatives

CONTACT NAME: Victor V. Ramraj

JOB DESCRIPTION:
The QES Program Assistant will work together with CAPI staff to support the activities of the Queen Elizabeth II Advanced Scholars program. This position will be primarily working on scholar-led programming initiatives. The position will also include supporting and coordinating CAPI events and programming including our graduate student forum, Asia updates, and weekly lectures.

The successful candidate should be able to dedicate approximately 6-8 hours per week to this work on an ongoing basis (with more hours being required just prior to, and during, events). They should take a keen interest in CAPI’s ongoing activities, initiatives and events.

QUALIFICATIONS:

- Excellent communication skills (written and oral)
- Well-organized
- Good social media and networking skills
- Ability to take initiative and work as a team member

JOB LOCATION ON-CAMPUS: CAPI Office, Sedgewick C128

WORK STUDY WAGE: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $ 3.00

HOURS AVAILABLE: 100

HOW TO APPLY:
Please send cover letter and resume to Victor V. Ramraj at ramraj@uvic.ca

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