

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CERE1 - Events Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Ceremonies and Events

CONTACT NAME: Ian Case, Director

JOB DESCRIPTION:

The UVic Ceremonies and Events 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 events that are held on and off campus celebrating academia, campus life and our vital relationship with the community.

QUALIFICATIONS:

The ideal candidate will:

- Have strong organizational skills, be detail oriented, and possess strong time management and communications skills.
- Be willing to work independently or as part of a team managing multiple projects.
- Deal with sensitive, restricted, confidential information, and communicate with members of the department, other units on campus, external agencies, and the public with discretion, tact and diplomacy while possessing the ability to stay calm in a hectic environment.
- Be proficient in MS Office, especially Outlook, Word and Excel, and possess strong proofreading skills.
- Ideally have previous event experience, and show interest in learning more about event management, event protocol, and execution.
- Must be flexible, adaptable, and willing to support the department as needed as events can be outside of regular business hours i.e. evenings

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: Ceremonies and Events Office, Cornett B142

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

DEPARTMENT TOP UP: \$1.00/hour

HOURS AVAILABLE: 170

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:
Ian Case, Director of Ceremonies and Events,
University of Victoria
iancase@uvic.ca