

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFAL2 – Communications and Process Assistant

DEPARTMENT NAME: Centre for Accessible Learning (CFAL)

CONTACT NAME: Patricia Minor

JOB DESCRIPTION:

Join our team of Student Affairs professionals and support the work of the UVic Learning Strategist and Tutor Programs! These programs offer free and fee-based academic success programming to students, especially through the lens of accessibility and modern educational theory.

We emphasize that the position will take shape based on your professional goals and we encourage applications with an interest in communications, workflow design, and/or user interface. Since rising to the challenges of an online-only era, we are retroactively designing and implementing new structures for our daily operations work. You will have the opportunity to analyze workflow issues, collect design requirements from the team, create candidate solutions, and evaluate implementations. This position also supports the design and maintenance of recordkeeping systems for business data and participates in the end-of-semester procedures.

Expect a relaxed and professional environment where you can develop professional skills in a judgement-free space. While training will be provided, we encourage creative problem solving. We will give preference to students who identify as having a disability or chronic health condition, in accordance with the University's Equity Plan and Section 42 of the BC Human Rights Code.

QUALIFICATIONS:

- Strong interpersonal and written communication skills, time management skills
- Professional, friendly, and enthusiastic
- Some experience with a productivity suite (e.g. MS Office, email clients)
- (optional) Interest in process evaluation, workflow, and/or user interface

JOB LOCATION ON-CAMPUS: Campus Services Building, room 142. This position is eligible for a remote work arrangement (part-time remote work).

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

HOURS AVAILABLE: 100

HOW TO APPLY:

Apply online!
forms.office.com/r/Rdg0mVhsBm

Or by email:
Send a resume and cover letter to
learning@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>