

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFYS1 – Research Assistant

DEPARTMENT NAME: Centre for Youth and Society

CONTACT NAME: Dr. Frederick Grouzet

JOB DESCRIPTION:

Working as part of a team, the Centre Research Assistant's duties include assisting Centre's Director and staff in producing written communications for public reports, assisting with creating bi-weekly e-newsletters, preparing materials for grant applications, data entry, and maintaining records. The Research Assistant will also assist in preparing and organizing workshops, meetings and events. This role will include staying informed and researching local resources and support programs for children, youth and families.

QUALIFICATIONS:

- Excellent organizational and time management skills
- Excellent written communication, and interpersonal skills
- Strong working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to work independently and with teams, to adjust to shifting priorities and meet deadlines
- Experience planning and coordinating meetings and events
- Familiarity with youth-serving organizations is an asset
- Knowledge of WordPress, Adobe Illustrator, Adobe InDesign, and/or Adobe Photoshop is an asset

JOB LOCATION ON-CAMPUS: University House 3

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

DEPARTMENT TOP UP: \$2.00/hour

HOURS AVAILABLE: 55

HOW TO APPLY: Please send cover letter, resume and a copy of your transcript by email to cfysassistant@uvic.ca
Please use "**Work Study Application – CFYS – Centre Research Assistant**" as the subject line

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>