JOB TITLE: CFYS1 – Research Assistant

DEPARTMENT NAME: Centre for Youth & Society

CONTACT NAME: Jessica Tegart, Administrative Assistant

JOB DESCRIPTION:

At the Centre for Youth & Society (CFYS), we design and conduct interdisciplinary research, promote collaboration with partners, and respond to emerging priorities affecting youth and their families. Working as part of a team, the Research Assistant’s duties may include study recruitment and support, compiling and analyzing data, planning meetings and events of the Centre, producing written communications, and liaising with youth-serving organizations.

QUALIFICATIONS:

• High interest in youth-focused research, both disciplinary and interdisciplinary
• Ability to work independently and with teams, to adjust to shifting priorities and meet deadlines
• Excellent organizational skills, and a high aptitude for accuracy
• Excellent oral and written communication, and interpersonal skills
• Experience planning and coordinating meetings and events
• Working knowledge of Microsoft Word, Excel, Publisher, and PowerPoint
• Knowledge of WordPress, Adobe Illustrator, and/or Adobe InDesign is an asset
• Familiarity with youth-serving organizations is an asset

JOB LOCATION ON-CAMPUS: University House 3 (see our website for map: www.youth.society.uvic.ca)

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

DEPARTMENT TOP UP: $1.50

HOURS AVAILABLE: 280

HOW TO APPLY: Please send cover letter, resume and copy of your transcript by email to cfysassistant@uvic.ca, use “Work Study application” as the subject line

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