

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFYS4 – Youth Council Assistant

DEPARTMENT NAME: Centre for Youth and Society

CONTACT NAME: Dr. Frederick Grouzet

JOB DESCRIPTION:

The Youth Council Assistant will assist the Centre with connecting with local youth councils and groups. The Youth Council Assistant's duties include assisting with youth-led initiatives; supporting the Centre with the interaction of various local youth councils; participating in online discussions; maintaining council records, and researching community resources and support for local youth. The Youth Council Assistant will be required to prepare documents such as public newsletters, reports and web content.

QUALIFICATIONS:

- Experience facilitating youth-led initiatives
- Familiarity with local youth-serving organizations
- Excellent written communication, and interpersonal skills
- Excellent organizational skills, and a high aptitude for accuracy
- Ability to work independently and with teams, to adjust to shifting priorities and meet deadlines

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 – Youth Council 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>