

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** CHAP1 - Program Assistant

**DEPARTMENT NAME:** Multifaith

**CONTACT NAME:** Carmen Scott

#### JOB DESCRIPTION:

Working under the direction of designated Multifaith Spiritual Care Providers (SCPs), the Program Assistant supports the SCPs by participating in the planning and organization of events at the Multifaith Centre. This can include hosting, set-up / take-down, clean-up and staffing of weekly events. Program assistants also contribute by helping to promote activities through photography, video and social media. Program assistants are encouraged to help create new programs

Some of our programs and past events include Muslim Prayer, various meditation and mindfulness programs, yoga, Inclusive Christians, Pet Café, equity and human rights events, Wellness and Health Week, Soup Suppers, and World Interfaith Harmony Week.

#### QUALIFICATIONS:

- ~ Be in good standing with the University of Victoria
- ~ Demonstrate initiative with the ability to work independently with minimal supervision
- ~ Ability to organize and prioritize tasks
- ~ Excellent interpersonal communication skills
- ~ A desire to learn about the Multifaith community and the university's programs and events
- ~ Must be responsible, reliable, flexible, and bring a commitment to help and be a team player

**JOB LOCATION ON-CAMPUS:** Multifaith Centre

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

**HOURS AVAILABLE:** 99 hours (late afternoons and evenings)

Most programs that require work study students are offered on Wednesdays and Thursdays, so availability on these particular days is essential.

**HOW TO APPLY:** Please email a cover letter, resume and your availability for both terms to Carmen at [multifaith@uvic.ca](mailto:multifaith@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>