JOB TITLE: CHIL1 - Diversity Program Assistant (Child and Youth Care)

DEPARTMENT NAME: School of Child and Youth Care (SCYC)

CONTACT NAME: Jin-Sun Yoon (jsyoon@uvic.ca)

JOB DESCRIPTION:

The successful applicant(s) will work closely with the Student Engagement and Diversity Working Group, which is a group of faculty, staff, and students who have expressed a special interest in community development, student engagement, decolonization, diversity, and equity. This position requires a creative and energetic person who is committed to supporting faculty, staff, and the CYC Students’ Society through community development activities, applied research assistance, and cross-cultural, diversity, and equity initiatives in the School of Child and Youth Care, at the University of Victoria and in the community at large. The duties may include:

1. Assisting with leadership support for CYC Students’ Society especially for Indigenous and International students
2. Recruiting and developing leadership for CYC Students’ Society projects and events
3. Assisting in event planning, organization, coordination, and execution for various activities (e.g., CYC Students’ Society events)
4. Organizing and posting events and news on SCYC Community Site through Course Spaces and other social media sites

QUALIFICATIONS:

Willingness to engage in the CYC Students’ Society in whatever capacity fits the experience and interest of the applicant and matches the tasks required; knowledge of cross-cultural, diversity, gender, queer, and equity issues preferred; interest in applied research methodology with proficiency with basic computer programs (e.g., Word, Excel, Adobe); experience with Learning Management Systems (e.g., Course Spaces); knowledge of graphic design programs an asset; interest in event coordination and leadership; ability to work independently and in a team; enjoys variety and challenge.

JOB LOCATION ON-CAMPUS: School of Child and Youth Care – HSD Building

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

DEPARTMENT TOP UP: $2.00

HOURS AVAILABLE: 300

HOW TO APPLY: Cover letter and resume: Email to jsyoon@uvic.ca

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