

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** CIRC1 - Office Assistant

**DEPARTMENT NAME:** Centre for Indigenous Research and Community-Led Engagement

**CONTACT NAME:** Dr. Heidi Kiiwetinepinesiik Stark

#### JOB DESCRIPTION:

Assist CIRCLE team with daily operations including but not limited to:

- website design and upkeep
- event communications
- social media management

#### QUALIFICATIONS:

The Centre for Indigenous Research and Community-Led Engagement (CIRCLE), University of Victoria is seeking an **Office Assistant** to support the efficient day-to-day operation of the Centre. The successful candidate will perform a number of functions related to research support, event planning, administration and website development.

##### List of Qualifications:

- Proficiency in Word processing suite (Word, Excel, PowerPoint);
- Proficiency with Adobe Acrobat Pro;
- Proficiency in ZOOM online platforms
- Experience with a broad spectrum of communications mediums (ie. Outlook, Teams, Instagram, Facebook, Twitter);
- Social media management skills;
- Experience working within an office setting and work from home setting;
- Website maintenance skills
- Works well both as part of a team and individually
- Experience in event management and organization in both online and in-person settings.

**JOB LOCATION ON-CAMPUS:** Saunders Annex, Room 130

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

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>

**DEPARTMENT TOP UP:** \$3.50/hour

**HOURS AVAILABLE:** 94

**HOW TO APPLY:** Submit cover letter and resume to [circle@uvic.ca](mailto:circle@uvic.ca)

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