

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** CISR1 - Research Assistant  
**DEPARTMENT NAME:** CISR  
**CONTACT NAME:** Susan Z. Martin ([szmartin@uvic.ca](mailto:szmartin@uvic.ca))

#### JOB DESCRIPTION:

Support various ongoing projects at CISUR by performing various tasks including, but not limited to:

- Literature reviews
- KT (knowledge translation) development (i.e. infographics, bulletins, postcards)
- Meeting support/administration tasks such as setting up Doodle polls, scheduling meetings, maintenance of email lists, distributing meeting minutes etc.
- Transcription of focus group and individual interviews
- Data entry
- Other administrative, research support and project-management tasks as needed

#### QUALIFICATIONS:

Minimum second year student in the following faculties: Human and Social Development, Social Sciences

**JOB LOCATION ON-CAMPUS:** Health and Wellness Building, Room 273

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

**DEPARTMENT TOP UP:** \$4.00/hour

**HOURS AVAILABLE:** 170

#### HOW TO APPLY:

Go to <https://www.uvic.ca/research/centres/cisur/projects/index.php>, select a project from this list and tell us, in ~400 words, why this project is of interest to you.

Send these ~400 words in the body of an email to Susan Martin ([szmartin@uvic.ca](mailto:szmartin@uvic.ca)) and also attach your resume and Administrative Transcript.

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>