2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: COOP1 Career Services and Leading Edge Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Co-op Education Program and Career Services

CONTACT NAME: Richard Myers

JOB DESCRIPTION:

This position will support the promotion of Career Services among student peers and will support the ongoing development of the Leading Edge, a new experiential learning program for UVic students. This may include, but is not limited to:

- Attending and promoting the Leading Edge and Career Services at events
- Coordinating the admission and administration of students into the Brightspace Leading Edge program
- Assisting in managing virtual and in person career event logistics
- Conducting data entry to develop and maintain our catalogue of experiential learning opportunities
- Research and identify further experiential learning opportunities for the co-curricular record
- Assist in compiling reports
- Other tasks as needed

QUALIFICATIONS:

- Strong interpersonal skills
- Excellent writing and organizational skills
- Good time management
- Demonstrated ability to use MS Word and Excel for data management and reporting
- Good attention to detail
- Self-directed
- Research skills

Preference will be given to students who have participated in the Leading Edge challenge.

JOB LOCATION ON-CAMPUS: Career Services Office, CSR 110

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
WORK STUDY WAGE: $16/hour (including 4% vacation pay)

HOURS AVAILABLE: 160

HOW TO APPLY: Email cover letter and résumé to myers1000@uvic.ca

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