2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: COOP3 - Leading Edge Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Co-op Education Program and Career Services

CONTACT NAME: Joy Andrews

JOB DESCRIPTION:

This position 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:

- Promoting the Leading Edge and Career Services at events
- Introducing students to the program
- Assisting in managing event logistics
- Conducting data entry to develop and maintain our catalogue of experiential learning opportunities
- Assist in compiling reports
- Research experiential learning opportunities
- 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

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 200

HOW TO APPLY:

Email cover letter and résumé to joyandre@uvic.ca as soon as possible.

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