

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CSRS 1 – Events and Research Assistant

DEPARTMENT NAME: Centre for Studies in Religion and Society

CONTACT NAME: Rachel Brown (Program and Research Coordinator)

JOB DESCRIPTION:

The CSRS requires a creative and self-directed individual to assist with all aspects of running our CSRS lectures/events and with supporting research projects as a research assistant. The Events and Research assistant will:

- Assist staff with weekly public lectures, including room setup/clean up (open and add/remove posters on doors, laptop/projector/audio setup/take-down, provide paper copies of lecture info in the room, assisting with lapel mic set-up), setup/take-down procedures, monitoring virtual audience, and similar related duties (counting the number of attendees);
- Digitally record and occasionally edit (editing includes basic start/stop of both audio and video recording) weekly public lectures;
- Work with other CSRS staff and other work study students to upload digital audio files to the YouTube Channel, SoundCloud site and/or upload digital video files to Vimeo weekly;
- Assist CSRS staff and other work study students with digital communications work when needed, including producing and editing social media content, updating the CSRS website, etc.;
- Assist with basic research support on CSRS research projects, including but not limited to, literature reviews, formatting bibliographies and other editorial tasks;
- Assist CSRS staff with other research and events related tasks as needed.

QUALIFICATIONS:

The successful candidate will be a confident technology user with demonstrated knowledge of digital audio and video recording, and file transfer protocols (the ability to upload files to cloud-based content management systems such as YouTube, SoundCloud and Vimeo and to transfer to other staff members via Uvic systems). The position requires the work-study student to be responsive, punctual, organized, a creative problem-solver, and able to work cordially and professionally with staff, faculty, and visiting scholars and lecturers. The successful candidate will be proficient in scholarly citation styles (such as Chicago Manual of Style) and a confident researcher and editor.

The preferred candidate will be a student with an interest in learning about the scholarly, social, and/or political aspects of religion.

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>

JOB LOCATION ON-CAMPUS: At home or Sedgewick B102 (when the office is open), other lecture sites on campus (rare potential for off campus events).

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$ 4.0 /hour (plus 4% vacation pay) delete if not applicable

HOURS AVAILABLE: 150. Must be available Thursdays 4:00 - 6:00 pm for the weekly public lecture series. Hours are otherwise flexible and self-directed.

HOW TO APPLY: Please email your cover letter and CV to the CSRS Administrative Assistant at csrs@uvic.ca. Please indicate "work-study application" in the email subject line.