

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** DMSC1 – Let's Talk Science Program Assistant  
(Science Outreach)

**DEPARTMENT NAME:** DMSC

**CONTACT NAME:** Dr. Jane Gair

#### JOB DESCRIPTION:

Let's Talk Science (LTS) is a national volunteer science outreach organization. The UVic branch of LTS brings science and activities and science literacy to schools and communities on Vancouver Island.

This position is for a Science Coordinator to help with the daily running of the LTS program at UVic. The main duties include some or all of the following:

- Helping with the recruiting and training of volunteers.
- Recruiting educators around Vancouver Island.
- Maintaining and updating the LTS database of activities and the UVic LTS website.
- Soliciting funding and support for the program at UVic.
- Writing reports for funders and supporters and national office.
- Balancing budgets and keeping track of program funds.
- Helping with Aboriginal outreach activities and visits.
- Liaising with other science outreach programs and organizations at UVic.

#### QUALIFICATIONS:

- excellent written and spoken English
- excellent organizational and time-management skills
- excellent communication skills
- reliable and responsible
- proactive and shows motivation and initiative
- positive attitude and likes working with people of all ages
- some understanding of databases, websites etc.
- an interest in social media and promotion and marketing

**JOB LOCATION ON-CAMPUS:** Petch 008 (many aspects can be completed off-campus)

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

**HOURS AVAILABLE:** 340 hours

#### HOW TO APPLY:

Please apply by email with cover letter, CV and references (2) to [jgair@uvic.ca](mailto:jgair@uvic.ca)

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>