JOB POSTING

2020/2021 WORK STUDY PROGRAM

JOB TITLE: EDUC2 - Faculty of Education Student Group Support

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Deans Office – Faculty of Education

CONTACT NAME: Cortney Baldwin

JOB DESCRIPTION:

Given the importance of creating a virtual community for students in the Faculty of Education for the upcoming year, there is a need for administrative support for the 3 student organizations in the Faculty: AGES, EDSA, and PERKS.

The Faculty of Education Student Group Administrative Support person will work closely with the presidents of the student organizations and Cortney Baldwin, the Community Relations Coordinator within the Faculty of Education to deliver various types of programming for the students within the Faculty including virtual and physical distanced formal, information, educational, and social events.

This position will require 10 – 15 hours a week and will include meetings with the different stakeholders, administrative set-up of the meetings (scheduling, online set-up, minute-taking, etc.), logistical planning of events, promotional advertising on social media, and other tasks associated with supporting the different student groups as they support students within the Faculty.

QUALIFICATIONS:

1) Ability to work collaboratively
2) Organized with attention to detail
3) Strong skills with online platforms such as Zoom and social media

JOB LOCATION ON-CAMPUS: Majority of work will be online, with the option to work on campus if necessary and/or desired. MacLaurin Building.

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

DEPARTMENT TOP UP: 2.50

HOURS AVAILABLE: 100

HOW TO APPLY:

Send a maximum two-page CV and a covering letter stating your interest and qualifications to Cortney Baldwin (edcrc@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