JOB TITLE: EDUC2 - TIE Lab Assistant

DEPARTMENT NAME: Faculty of Education – TIE Lab

CONTACT NAME: Dr. Valerie Irvine

JOB DESCRIPTION:

This work study position will involve the assisting in coordinating bookings, learn technical workflow for operation and maintenance of video conferencing, video conferencing robots, software and hardware, facilitating showcase events with government, university, and industry leaders, manage administration of research workstations for graduate students, update social media and lab website, and being available to unlock, lock up, and supervise research lab usage activities. In addition to these activities, the work study student will have opportunities to learn to use state-of-the-art educational technologies and develop networks across campus and community.

QUALIFICATIONS:

Strong organizational skills. Ability to work independently and collaboratively. Strong communication skills in both face-to-face and online environments. Strong computer skills in general are required but anything beyond that in understanding audio/visual technology would be an asset. Our focus is on the candidate being able to demonstrate an ability to learn should the applicant not be knowledgeable in the above areas deemed as assets. In the past, we have split the position between a more technical person and a more administrative and social media savvy person, so we are amenable to doing so again.

JOB LOCATION ON-CAMPUS: Technology Integration and Evaluation (TIE) Research Lab
A210 McLaurin Building and online

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $2.50

HOURS AVAILABLE: 100

HOW TO APPLY: Send resume and a letter describing your suitability and interest in the position to virvine@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php