2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: EDUC3 - Digital Project Coordinator

DEPARTMENT NAME: Dean’s Office, Faculty of Education

CONTACT NAME: Catherine McGregor

JOB DESCRIPTION:

This position involves the design and development of a digital template for reporting on the research efforts of graduate students in the faculty of education, and then collecting information to populate a database that will be used to help communicate research activity in the faculty. It will also involve writing succinct summaries of information in readable and engaging texts for lay audiences. The successful applicant will work closely with the Associate Dean, Graduate Programs and Research and other staff and faculty involved in supporting graduate student research.

QUALIFICATIONS:

Knowledgeable social media user
A skilled oral and written communicator
Ability to synthesize and summarize ideas into narrative forms
Able to organize and manage diverse materials
Familiar with computer graphic design software
Experience in database management
Research experience in conducting interviews an asset
Ability to work independently and with minimal supervision

JOB LOCATION ON-CAMPUS: Faculty of Education, MacLaurin Building

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

DEPARTMENT TOP UP: $2.50 an hour

HOURS AVAILABLE: 100 hours

HOW TO APPLY: Contact Dr. Catherine McGregor, Associate Dean, Faculty of Education (edadgr@uvic.ca) via email with a current resume/CV, two references and a cover letter outlining skills and qualifications for the position.