WORK STUDY JOB POSTING

JOB TITLE: ENGN2 - Outreach Support Assistant

DEPARTMENT NAME: Faculty of Engineering

CONTACT NAME: Mary-Anne Teo

JOB DESCRIPTION:

The successful candidate will support the Faculty of Engineering’s HighTechU Academy. The student will report to the Faculty’s Administrative Officer and be part of the HighTechU project lead by Andrew MacLean. Duties include:

- Liaising with faculty, staff, students, and community to organize and support outreach events
- Acting as Engineering student representative at UVic outreach events
- Assisting with developing and delivering outreach materials in general and in particular HighTechU materials
- Supporting the website and social media communication for HighTechU

QUALIFICATIONS:

- Excellent oral and written communication skills
- Public speaking experience
- Experience with computing and engineering concepts, and programming, as well as web applications
- Well organized, self-motivated, detail focused, and able to consistently meet deadlines
- Experience as a Teaching Assistant or teaching young adults is an asset
- Preference given to a graduate student in the Faculty of Engineering

JOB LOCATION ON-CAMPUS: ECS 515

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

DEPARTMENT TOP UP: $ 10.50/hour (includes 4% vacation pay)

HOURS AVAILABLE: 38

HOW TO APPLY: Please email cover letter and resume to mteo@uvic.ca

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