2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENVI1 - Restoration of Natural Systems Library Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: School of Environmental Studies

CONTACT NAME: Nancy Shackelford

JOB DESCRIPTION:

The position involves maintaining the Restoration of Natural Systems library collection in the A-wing of the David Turpin Building. The holdings need to be better organized and catalogued in an electronic database/Excel. The Assistant will also be responsible for signing out and receiving returned items as required. Start date for this position is in January 2020.

QUALIFICATIONS:

Credit in Environmental Studies courses, 3rd year standing, good communications and organizational skills, able to work independently, interest in environmental restoration and ethnoecology. Experience with Excel an asset.

JOB LOCATION ON-CAMPUS: DTB A132

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

DEPARTMENT TOP UP: $5.00

HOURS AVAILABLE: 120

HOW TO APPLY: Send cover letter and résumé to Nancy Shackelford nshack@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